

COURSE IN ISAAC PITMAN SHORTHAND

CANADIAN
NEW ERA EDITION



Jean Campbell

Jean Campbell.

Course in Isaac Pitman Shorthand

NEW ERA EDITION



TORONTO

SIR ISAAC PITMAN & SONS (CANADA), LTD.
(INCORPORATING THE COMMERCIAL TEXT BOOK COMPANY)

COPYRIGHT, 1924, BY SIR ISAAC PITMAN & SONS, LTD.

THIS NEW AND REVISED EDITION OF ISAAC PITMAN'S SYSTEM OF SHORTHAND IS THE EXCLUSIVE COPYRIGHT OF ISAAC PITMAN & SONS, IN THE UNITED STATES OF AMERICA AND THE BRITISH EMPIRE, AS WELL AS IN ALL COUNTRIES INCLUDED IN THE BERNE CONVENTION, AND IT WILL BE AN INFRINGEMENT OF SUCH COPYRIGHT IF MATTER FROM IT BE REPRODUCED IN ANY PUBLICATION WITHOUT WRITTEN PERMISSION.

SIR ISAAC PITMAN & SONS (CANADA), LTD.
(INCORPORATING THE COMMERCIAL TEXT BOOK COMPANY)
PITMAN HOUSE, 381-383 CHURCH STREET, TORONTO

ASSOCIATED COMPANIES

SIR ISAAC PITMAN & SONS, LTD.
PITMAN HOUSE, PARKER STREET, KINGSWAY, LONDON, W.C.2
THE PITMAN PRESS, BATH
PITMAN HOUSE, LITTLE COLLINS STREET, MELBOURNE
PITMAN PUBLISHING CORPORATION
2 WEST 45TH STREET, NEW YORK

PREFACE

THE first edition of this work met with the warm approbation of teachers and students, and its popularity was firmly established at once.

This New Era Edition embodies many improvements and represents another forward step in shorthand textbook planning. Each principle is simply stated and profusely illustrated. When such explanation is desirable, the cautions to be observed in the use of that principle are explained. Exercises are introduced in each lesson at every point that requires application drill. These exercises consist of word lists, groups of sentences and brief business letters, all of which, in their construction, indicate a radical departure from the usual exercise matter, for special attention has been centered on the acquisition of a varied vocabulary, the development of ease in note-taking ability, and on the proper provision for a cumulative review of the theory.

Another unique departure is to be found in the elimination from the lists of word-signs of all words that cannot strictly be included in that classification, together with those words that are of infrequent occurrence in ordinary conversation or correspondence.

Several improvements, the usefulness of which has been amply tested and fully demonstrated, have also been incorporated in the principles of the theory. They include, among the more important of these, slight modifications in the use of the Tick *H* and the Reverse Form of *Fl*; Position Writing according to the first vowel sound in the

word ; a restricted use of the *W* Semicircle, and a discontinuance of the *Y* Semicircle. One or two additional minor changes will also be noted.

To supplement these various improvements there have been added, at the end of the text, thirty-seven pages of business letters in the most approved modern style, and short articles in engraved shorthand, which will serve as the connecting link in passing gradually from the study of the theory to the acquisition of speed in shorthand writing. This feature will appeal strongly to all teachers.

The publishers herewith express their sincere appreciation of the many helpful suggestions so kindly offered by teachers and reporters everywhere. Their deep interest in and loyalty to the Isaac Pitman System of Shorthand have made this work possible.

ISAAC PITMAN SHORTHAND

A BRIEF HISTORICAL SKETCH

IN 1837 Isaac Pitman published his first system of shorthand under the title of "Stenographic Sound Hand." After fifteen years of teaching, lecturing and studying, the system was perfected to such a degree that in 1852 it met every requirement of the high speed writer, as well as the needs of the ordinary business man. The extraordinary popularity it attained was well deserved, for it was by far the simplest and the most practicable system of shorthand writing that had ever been invented.

Isaac's three brothers co-operated with him in the spread of his system, and Benn, in 1853, brought the invention of his brother to the United States. The Benn Pitman "Manual of Phonography" appeared in 1855, and was shortly afterwards followed by the Andrew J. Graham, James E. Munson, and several other less commonly known "systems." The deviations in these texts from the original Isaac Pitman system were so slight and so unimportant that to characterize them as "distinctive systems" is as misleading as it is unfair to the inventor of Pitmanic Shorthand.

During this period, Isaac Pitman Shorthand was undergoing a continued process of growth and development, and many improvements were incorporated in the principles. The phenomenal growth of the system throughout Great Britain spread to America and Canada, and, steadily forging to the front, it is to-day recognized as the universal system.

Distinguishing Features

What are the distinguishing features of this system that make it so practicable for all purposes and requirements?

1. An alphabet which provides a sign for every primary sound in the English language.

2. The geometric characters used to represent the consonant sounds lend themselves very readily to Angular joinings. The superiority of such joinings for reading purpose has never been questioned. *Blends* are dispensed with, and so are the constant changes of hand direction occasioned by the writing of numerous curved signs taking opposite directions. Thus retardation of hand movement and illegibility of outline are minimized, while labyrinthian twists and turns are avoided.

3. A series of abbreviations, consisting of circles, hooks, loops, and other simple devices, is employed for the secondary representation of the more frequently recurring consonant sounds and natural combinations of consonant sounds in the language. By this means the amount of actual writing is reduced to the lowest possible minimum, and every consonant sound in the word is represented. There is no need for recourse to the doubtful expedient of lopping off parts of words, at the writer's pleasure, when long words are to be represented.

4. Strict adherence to the phonetic structure of the language is closely followed. Words are not "butchered" to fit the needs of a faulty scheme of sound representation.

5. Word-signs, in the strict sense of the term, are so few as to be negligible in number. Stress is placed on a *rational* application of the *principles* of the system for the proper representation of words in shorthand, and not upon the memorization of hundreds upon hundreds of *special* word-signs.

6. Position Writing. This is a simple and effective device that enhances the legibility of the outline and is highly prized by the fastest writers in the world as an invaluable aid.

7. Hand lifts are the exception and not the rule. Greater rapidity and ease of reading are the direct results.

In addition, several clearly defined and easily understood guiding principles of hand motion determine the formation of outlines. Similar guiding principles make the written outline easy to read. Every possible contingency is provided for; nothing is left to chance.

It is this scientific development of the Isaac Pitman System, based on the phonetic structure and demands of the English Language,

that clothes it with a value always recognized and not to be found in so-called light-line, connective-vowel systems.

The System of Achievements

No other system of shorthand has produced so many high speed writers. Long before the Civil War, Dennis F. Murphy began reporting the Senate debates in Pitman Shorthand, and for forty years his shorthand notes were transcribed by others. The Lincoln-Douglas debates were reported by Robert R. Hitt in Pitman Shorthand, and his notes also were, for the most part, transcribed by his office assistants. Never was it necessary for Mr. Lincoln in his official edition of these debates to make any changes in the original transcription.

From that time to the present day, Pitman Shorthand has been the instrument for recording practically all public speaking in the English language. Pitman Shorthand is used by all the Congressional reporters in Washington, and all the recent world conferences were reported in Pitman Shorthand. More than 90 per cent of the Court reporters in the United States write Pitman Shorthand.

What one Pitman Writer, Mr. Behrin, has accomplished

February 2, 1911. Passed Civil Service Examination for Official Court Stenographer with 100 per cent rating. He wrote 200 words a minute for five minutes with absolute accuracy.

1911, 1912, 1913 and 1914. Won the title, "Champion Shorthand Writer of the World" in open contest four successive times, and retired from these contests.

December, 1919. Wrote for two minutes at 324 words a minute, with only two minor errors, in a contest held by the New York State Shorthand Reporters' Association. This was the first time that more than three hundred words a minute had been written and transcribed publicly.

December, 1920. Won New York State Championship, writing 240 words a minute for five minutes, with only one error; 280 words a minute for five minutes, with only three errors.

August, 1922. Made a brilliant come-back in the International Contest, again winning the championship of the world. He broke all records at the championship speeds of 200, 240 and 280 words a minute (five minute tests at each speed). His average accuracy was 99.5 per cent, or 19 minor errors in 3,610 words. He eclipsed his own record of 98.3 per cent, made in 1913 at the same speeds. His performance was all the more remarkable in view of the fact that he transcribed his notes in less than half the allotted time.

TO THE STUDENT

You know full well that what is worth having is worth working for. Set yourself resolutely to the task you have begun, and you cannot fail. You are beginning the study of a subject that becomes more and more interesting and fascinating as you proceed. When you have acquired a mastery of Isaac Pitman Shorthand, you will possess a power by means of which untold numbers of young men and young women have won rapid and deserved promotion in all fields of endeavor. Everywhere you will find the successful business and professional man who made his start with shorthand. Prepare yourself thoroughly and diligently, and with the mastery of that art you will be ready for your march ONWARD and UPWARD.

Perseverance

Now and again you will meet with a problem which may appear more or less difficult. Make every effort to solve it yourself. If you are not successful, seek assistance. Your teacher will gladly give it to you. You will make your task more enjoyable, however, if you sweeten it with the pleasure and satisfaction of self-accomplishment. Under no circumstances should you pass on to a new point unless you understand clearly and thoroughly everything that has gone before.

Persevere in the early stages of your study, and soon you will have made a habit of the most important characteristic of the successful man or woman—*Perseverance*. Temper your perseverance with confidence. Develop a feeling of assurance in your own ability. It will forestall many seeming difficulties.

Do each day's task cheerfully and intelligently, without a feeling of anxiety or hurry. Bear in mind the ultimate goal, and remember that it can be attained only as the mountain peaks are reached by the climber. Progress must be slow and your footing sure. In every successful achievement you will find that it has been made possible by a due regard to details. It is with that feature of your study of shorthand that you must be specially concerned. There are many little details, which, if properly attended to, make your task a simpler one.

The Reading Habit

Nothing will help you to make progress more rapidly than the reading of shorthand notes. It not only enriches your vocabulary, but also develops your ability to apply the principles of the theory to the making of shorthand outlines. The Isaac Pitman System of Shorthand is known the world over for its wealth of literature, far in excess of all other systems combined. You may practise the reading of engraved shorthand while you are studying the theory of the system. The following titles give you an idea of the variety that is offered: *Aesop's Fables*; *Selected Readings* from American and English authors; *Gulliver's Voyage to Lilliput*; *The Return of Sherlock Holmes*; *Tales and Sketches* by Washington Irving; and many other similar works. In addition, there are numerous reading books in commercial correspondence. PITMAN'S JOURNAL (English Edition published weekly, American Edition published monthly), contains several pages of reading matter in each issue, aside from the many helpful suggestions given in other directions.

For the high speed aspirant, and for the ambitious shorthand student who seeks to enter the reporting field, there is also a wide choice of books, prepared especially for their needs. *Business Letters for Dictation* and the *Isaac Pitman Dictation Course* are two of the most recent of the series of dictation texts, designed to assist the student to acquire speed in note-taking. Special contractions, phrases, and exercises are to be found in a series of *Phrase Books and Guides* covering practically every sphere of commercial and professional activity. There is no need that cannot be supplied.

Remember that achievement challenges achievement. Resolve, persevere, and aim high. Your success must follow.

THE FUNDAMENTAL PRINCIPLES OF ISAAC PITMAN SHORTHAND

THE study of the theory of Isaac Pitman Shorthand takes on a more rational, and a more intensely interesting aspect when the student understands the reasons for the various devices employed. These reasons stand out clearly when the devices or rules of the system are analyzed in the light of the fundamental principles underlying the system. These fundamental principles are invariably the determining factors in the choice of an outline form.

Not only for the student of the theory of the system, but also for the speed aspirant, a clear understanding and ready application of these fundamental principles make for rapid and intelligent progress.

These fundamental principles deal with the FORM, LEGIBILITY, and BREVITY of the outlines from the standpoint of—

(a) Ease in writing, and (b) Ease in reading. Every outline should be subjected to each of these two *tests*.

FORM and BREVITY deal with the shorthand outline from the viewpoint of *ease* and *speed* in the *writing* of it.

LEGIBILITY deals with the shorthand outline from the viewpoint of—*ease* in the *reading* of it.

Form

Form takes cognizance, therefore, of—

(a) Angularity—wherever possible make and show clearly, sharp angles.

(b) Lineality—keep as close to the line of writing as possible.

(c) Forward Motion—prefer the forward motion of the hand to a backward motion.

(d) Similar or Continuous Motion—when joining strokes, keep the hand moving without a break, if possible. This avoids a change of direction and as a general rule gives a faster and better reading outline.

Legibility

LEGIBILITY deals with all the devices of the system which make for ease in the reading of an outline and requires a thorough understanding of—

(a) **Balance or Symmetry**—which means the preservation of the form of any consonant stroke so that its identity is not lost when joined to other strokes or modified by attachments, initial or final.

(b) **Vocalization**—which means the selection of that form of outline which can be vocalized to show all the vowel sounds heard in the word.

(c) **Derivation**—this principle takes note of the fact that derived forms of words should, wherever possible, be written like the primitives or the words from which they are derived.

(d) **Vowel Indication**—the presence or the absence of a vowel sound at a given place in the word is clearly indicated by the form of outline employed.

Brevity

BREVITY deals with the abbreviating devices employed in the system, and calls for the proper understanding of—

(a) **Abbreviation**—the various devices employed for shortening the writing of an outline by means of Circles, Loops and Hooks (small and large), and combinations of these, etc.

(b) **Indication**—the various means employed for indicating either a particular consonant sound, a group of consonant sounds, vowel sounds or words.

(c) **Contractions**—the various devices for representing long words. This includes all the word-signs, general and special, phrasing, omission of consonants in a few instances, etc.

As you study each device of the system, determine which of these fundamental principles prompted it.

INTRODUCTION

PITMAN SHORTHAND has been briefly but accurately described as "the art of representing spoken sounds by characters." What is the fundamental difference between shorthand characters and the letters in ordinary writing?

Ordinary longhand spelling is seldom phonetic; the English alphabet, consisting of twenty-six letters, cannot represent by distinct characters the thirty-six typical sounds of the language. Consequently, many of the letters are used to represent different sounds. *In Isaac Pitman Shorthand, however, a sign is provided for every sound in English, and words are written strictly according to sound.*

Two simple illustrations will demonstrate the difference between the ordinary and the phonetic spelling. (1) The *sounds* of the first consonant in the words *gem* and *game* are different, although they are represented in longhand by the same letter. *Gem* spelt phonetically is *j-e-m*; the initial sound in *game* is *gay*. For these dissimilar sounds Pitman Shorthand provides dissimilar shorthand signs. (2) The vowel sounds heard in the words *tub* and *tube* are different. If the shorthand symbols were the equivalents of the letters of the common alphabet (the final *e* of *tube* being omitted because it is not sounded), each word would be written by the same characters, namely *t-u-b*. In shorthand, however, the different sounds *ū* and *ū̄* are indicated by different symbols.


The following illustrations will show the student how to spell when writing shorthand. Silent letters are omitted altogether.

<i>palm</i>	would be spelt	<i>pahm</i>	<i>coal</i>	would be spelt	<i>kōl</i>
<i>pale</i>	„ „ „	<i>pāl</i>	<i>door</i>	„ „ „	<i>dōr</i>
<i>key</i>	„ „ „	<i>kē</i>	<i>tomb</i>	„ „ „	<i>tōōm</i>
<i>wrought</i>	„ „ „	<i>rawt</i>	<i>knee</i>	„ „ „	<i>nē</i>

The shorthand characters should be made as neatly and as accurately as is possible. The signs join readily with one another, and they can be written at great speed when the rules are so familiar that they can be applied without hesitation. Resist the temptation to sacrifice neatness for speed. Speed in writing will follow neat and accurate practice naturally.

Attention is drawn to the meaning given to the terms *right motion* and *left motion* which occur in several of the lessons. By *right motion* is meant the motion taken by

the hands of a clock, thus ; while *left motion*

means the contrary motion, thus 

CONTENTS

LESSON	PAGE
PREFACE	iii
INTRODUCTION	v-xiv
1. Consonants ; Dot Vowels ; Position Writing and Word Signs	1
2. Consonants ; S Circle	8
3. Consonants ; Alternative Forms of <i>L</i> , <i>R</i> and <i>H</i>	13
4. Dash Vowels ; Loops <i>St</i> and <i>Str</i> ; Halving Principle	18
5. Circles <i>Sw</i> and <i>Ss</i> ; Tick and Dot <i>H</i>	24
6. Diphthongs ; Triphones ; Abbreviated <i>W</i> ; Phrasing ; Tick <i>the</i>	28
7. Circle and Stroke <i>S</i> ; Vowel Indication	36
8. Initial Hooks to Straight Strokes ; Medial Circle and Hook ; Intervening Vowels	42
9. Initial Hook to Curves ; Alternative Forms	49
10. Final Hooks <i>N</i> , <i>F</i> and <i>V</i>	55
11. Final Hook <i>shun</i> ; Following Circles <i>S</i> and <i>Ns</i>	61
12. Compound Consonants ; Omission of Consonants	69
13. Halving Principle	77
14. Doubling Principle	86
15. Prefixes	93
16. Suffixes and Word-endings	100
17. Consecutive Vowels	106
18. Figures and Intersections	111
19. Proper Names ; Compound Words ; Advanced Phrasing	119
20. Distinguishing Vowels and Outlines ; Classified Contractions	127
Reading and Dictation Practice	135-171
Phrases in Common Use	172
Grammalogs and Contractions (In the Lessons)	178-182
Grammalogs (Arranged alphabetically)	183-185
Contractions (Arranged alphabetically)	186-189
Additional Contractions	190
Cities and Towns of Canada	191-195
Provinces and Districts of Canada	196
Index	197-199

ISAAC PITMAN SHORTHAND

NEW ERA COURSE

LESSON I

1. The First Eight Consonants. A consonant is a sound which cannot be produced distinctly without the aid of a vowel. The result of audible friction or stopping of the breath in some part of the mouth or throat is a consonant.

The first eight consonants are—

<i>Letter</i>	<i>Character</i>	<i>Name</i>	<i>As sounded in</i>	
P	\	pee	p ost	ro p e
B	\	bee	b oast	ro b e
T		tee	t ip	f a te
D		dee	d ip	f a de
CH	/	chay	c hest	e t ch
J	/	jay	j est	e d ge
K	—	kay	c ane	le e k
G	—	gay	g ain	lea g ue

It will be observed that these consonants form pairs ; thus, *p* and *b*, *t* and *d*, *ch* and *j*, *k* and *g*. The articulations in these pairs are the same, but the sound is light in the first consonant of each pair and heavy in the second. Each pair is represented by the same kind of stroke ; but for the light sound a light stroke is written, and for the heavy sound a heavy stroke is written. Each sign represents one sound only and never under any circumstances represents any other sound.

The strokes *p*, *b*, *t*, *d*, *ch*, *j*, are written downward, and *k* and *g* horizontally, from left to right. They are *always* written in the same direction.

Practise these consonants until they can be written and read with ease.

2. The Dot Vowels. A vowel is a sound which can be produced without the assistance of any other. If the mouth-passage is left so open as not to cause audible friction, and voiced breath is sent through it, we have a vowel.

There are twelve simple vowel sounds in the English language. In Pitman Shorthand they are divided into two groups, six vowels represented by dots, and six represented by dashes.

A heavy dot represents the long vowels *ah*, *ā*, and *ē* as heard in the words *pa*, *bay*, *key* respectively. The corresponding short vowels, *ă*, *ĕ*, *ĭ*, as heard in the words *add*, *ebb*, and *pick* respectively, are represented by a light dot.

The chief difference between a short vowel and its corresponding long vowel is that the short vowel is more rapidly pronounced; thus,

The long vowel *ah* in *palm* pronounced quickly becomes the short vowel *ă* in *pat* ;





The long vowel *ā* in *pate* pronounced quickly becomes the short vowel *ĕ* in *pet* ;

The long vowel *ē* in *peat* pronounced quickly becomes the short vowel *ĭ* in *pit*.

3. Places of the Vowels. Alongside of each stroke are three places—*beginning*, *middle*, and *end*—in which to put the vowel-signs. The vowels are called *first*, *second*, or *third-place* vowels according to the place they occupy. The places of vowels are counted from the point where the stroke begins ; thus,

FIRST-PLACE DOT VOWELS—

a/*h*, and the corresponding short *ă*, occupy first place, as

 *pa*,  *bah*,  *at*,  *add*.






SECOND-PLACE DOT VOWELS—

ā, and the corresponding short *ě*, occupy second place, as













 *ape*,  *bay*,  *ache*,  *egg*,  *edge*,  *etch*.

THIRD-PLACE DOT VOWELS—

ē, and the corresponding short *ī*, occupy third place, as

 *bee*,  *eat*,  *each*,  *itch*,  *key*.

4. **Vowels Before and After Consonants.** A vowel may occur either before or after a consonant. An examination of the illustrations given in the preceding paragraph will show that if a vowel occurs before the consonant, the vowel-sign is written at the left-hand side of an upright or sloping stroke or above a horizontal stroke; if the vowel occurs after the consonant, the vowel-sign is written at the right-hand side of an upright or sloping stroke or below a horizontal stroke. Compare—

<i>Vowel before a Consonant</i>	<i>Vowel after a Consonant</i>	<i>Vowel before a Consonant</i>	<i>Vowel after a Consonant</i>
 <i>eat</i>	 <i>tea</i>	 <i>at</i>	 <i>bee</i>
 <i>cke</i>	 <i>key</i>	 <i>egg</i>	 <i>pa</i>
 <i>each</i>	 <i>Gee</i>	 <i>Abe</i>	 <i>jay</i>

Two short lines underneath an outline indicate an initial capital.

Exercise 1





Write in Shorthand. Each stroke should rest on the line.

Write the stroke first ; then put in the vowel-sign.





1. Aid, eight, ebb, ache, aitch.
2. Day, Tay, pay, Kay, gay.
3. Abe, bay, jay, age, etch.

5. The Position of Outlines. Just as there are three places in which to put the vowel-signs, so there are three positions in which to write the outlines of words. The *first position* is *above the line* ; the *second position* is *on the line* ; and the *third position* is *through the line*. The *first sounded vowel* in the word determines the position of the outline.


When the *first sounded vowel* in a word is a *first-place* vowel, the outline is written in the *first position* ; as

 *pa*,  *bah*,  *at*,  *add*.

When the *first sounded vowel* in a word is a *second-place* vowel, the outline is written in the *second position* ; as

 *ape*,  *bay*,  *etch*,  *Etta*.

When the *first sounded vowel* in a word is a *third-place* vowel, the outline is written in the *third position* ; as

 *bee*,  *eat*,  *each*,  *itch*.

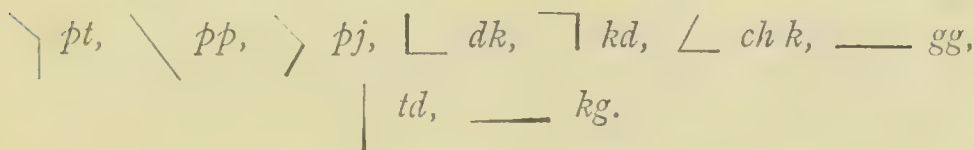
Since it is not possible to write horizontal strokes through the line, there are only two positions for such consonants, namely, *above the line* for the *first position*, and *on the line* for the *second and third positions*.

Exercise 2

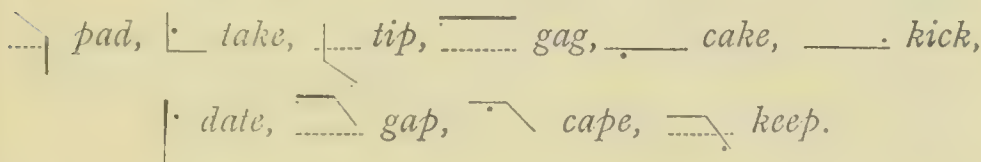
Write in Shorthand

1. Add, Addie, at, abbey.
2. Edge, ate, eddy, eighty, egg.
3. Tea, key, itchy, Edie, eke.

6. **Joining of Consonants.** Consonants are joined without lifting the pen, as in longhand. Begin the second where the first ends, and write the stroke in its proper direction—



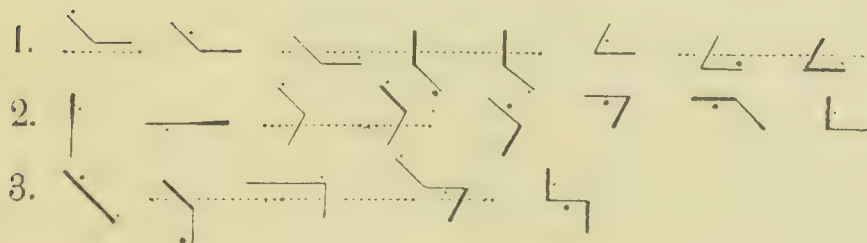
7. **Vowels Between Consonants.** A first or a second-place vowel between two consonants is written *after the first* consonant in its proper place, and a third-place vowel is written *before the second* consonant in the third place ; thus,



Position Writing. It will be noticed from these illustrations that in outlines consisting of more than one consonant stroke, the *first downstroke* indicates the position.

Exercise 3

Read, copy, and transcribe



Write in Shorthand

4. Back, bake, beak, tack, take, tick, cheap, chip.
5. Teach, ditch, date, get, beg, kick, bet, bit.
6. Decay, pity, attach, attack, baggage.

8. **Word-Signs.** Abbreviated forms, known as word-signs, are provided for a number of frequently-occurring words. The words that are represented by these contracted signs are called *grammalogs* if one stroke is used, and *contractions* if more than one stroke is used. These word-signs will be a valuable aid to the student in the development of speed in writing shorthand, and should, therefore, be mastered thoroughly. In the longhand exercises which follow, the grammalogs and contractions are printed in italics.

9. **Punctuation.** A small cross × or long oblique line / indicates the period. The semicolon, the question mark, and the exclamation mark respectively are represented by these signs : ; ? ! The sign ⇄ is employed to express a dash. Other punctuation marks are written in the usual manner.

GRAMMALOGS

.....a or an, . the ; \ all, \ too or two ; \ of, \ to ; ' on,
 | but ; ' (up) and, / (up) should ; ' (down) are,
 aight, or ought, / who ; \ put ; \ be, \ to be ; | it.

Exercise 4

Read, copy, and transcribe

- 1.
- 2.
- 3.
- 4.
- 5.

Write in Shorthand

6. Chap, jack, cap, peach, peak, peep, cheek.
7. Dig, gig, beet, agate, ditty, jab.
8. Keep *the* check, *but the* big debt *should be* paid.
9. *Put the* cage *on the* keg *and take the* package back.
10. Take *the* cheap bag back *to the* chap *who* paid.

SUMMARY

1. In shorthand writing we write strictly according to the *sound* of words.

2. There are three places for vowel-signs and three positions for outlines of words. There are only two positions for horizontal strokes.

3. Vowel-signs are read before the consonant when placed at the left-hand side or above a consonant, and they are read after the consonant when placed on the right-hand side or below a consonant.

4. When consonants are joined, the second stroke begins where the first ends.

5. Between two strokes first and second-place vowels are written after the first stroke, and third-place vowels before the second stroke.

6. The first downstroke in an outline indicates the position.

LESSON II

10. The Second Eight Consonants. The second group of consonants, like the first group, consists of four pairs. Each curve has two forms, a light stroke to represent a light consonant, and a shaded stroke to represent the corresponding heavy sound.

<i>Letter</i>	<i>Character</i>	<i>Name</i>	<i>As sounded in</i>	
F	↘	ef	fat	safe
V	↘	vee	vat	sa v e
TH	(ith	thigh	wreath th
TH	(thee	thy	wreat th e
S)	ess	seal	base
Z)	zee	zeal	ba z e
SH	↗	ish	she	dash sh
ZH	↗	zhee	treas ure	vis ion

These are all downstrokes, though *sh* is written either upward or downward when it is joined to another stroke. It is more convenient to write it upward when it immediately precedes ↘ ↘ ((or ↗ l (a sign which will be learned in the next and last group of consonants) ; and also when it immediately follows ↘ ↘ or | Practise these signs until they can be written and read with ease.


Exercise 5*Read, copy, and transcribe*












1. 
2. 
3. 

Write in Shorthand

4. Shah, path, cash, vat, asp.
5. Fed, fetch, they, bathe, shape.
6. Teeth, dizzy, feed, sheik, ease, easy.
7. Say, dish, if, fish, shake, sheaf.

11. **The Circle S.** The construction of the alphabet in Pitman Shorthand is such that a wealth of material is available for the formation of sound abbreviating devices. By the introduction of secondary shorthand characters words are fully represented in small, compact, and well-balanced outlines. These secondary characters are very simple. In this lesson one of them is introduced.

Besides the curve  for *s*, there is another sign for this frequently-occurring letter, namely, a small circle. This circle *s* is written (a) inside of a curve; (b) outside of an angle; and (c) with a left or backward motion to a straight stroke; thus,

CIRCLE *S* INSIDE OF A CURVE—
 *sf*,  *fs*,  *sth*,  *ths*,  *ssh*,  *shs*.
CIRCLE *S* OUTSIDE OF AN ANGLE—
 *psj*,  *dsk*,  *jsp*,  *ksd*,  *gsp*.

CIRCLE S WITH A LEFT MOTION—

sb, bs, st, ts, sch, chs, sk, ks.

(a) At the beginning of an outline the circle s is written first and read first, and represents the sound of s only.

At the end of an outline the circle s is written last and read last. In the middle or at the end of an outline the circle represents the sound of either s or z.

INITIALLY, spa, sip, zip, sake, ski.

MEDIALY, desk, busied, passive, access,
 visit, evasive.

FINALLY, cats, teas, aches, gaze, geese,
 pays or pace.

(b) Since the circle has no first, second, or third-place, vowel signs are *never* written to it. When a vowel occurs before s initially, the stroke s must be used ; thus,

sap, spa, asp, sack, ask.

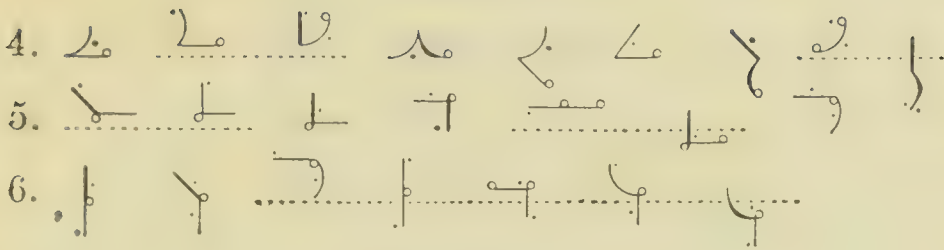
Similarly, when a vowel occurs after s or z finally, the stroke must be used ; thus,

daze, daisy, gas, gassy.

Exercise 6

Read, copy, and transcribe

- s z sh zh sp st ch ck ps ph
- ts th ds th ft bt ch ph
- sk sh sk sh sk sh sk sh sk sh



Exercise 7

Write in Shorthand

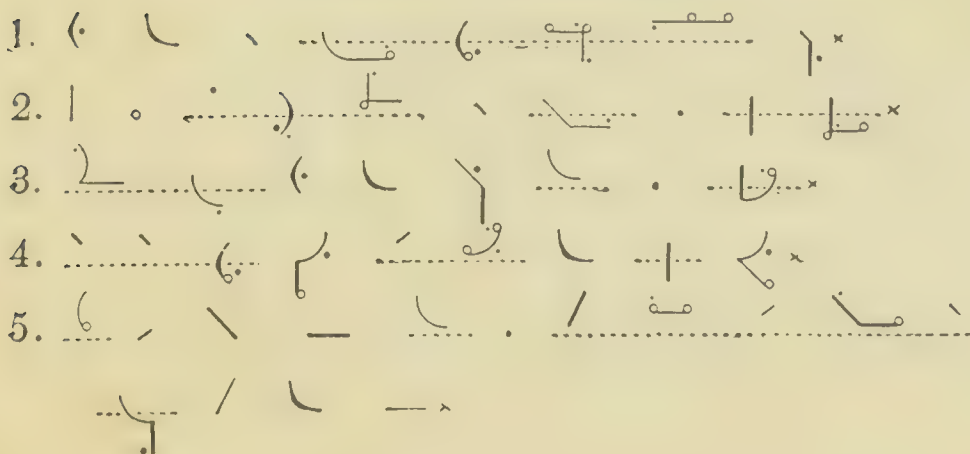
1. Picks, bakes, baits, fades, feeds, paths, fix, dates.
2. Tapes, takes, stay, stays, tips, pitches, seat, seats.
3. Days, sacks, gas, pass, peeks, these, attacks, acid.
4. Bees, busy, daze, daisy, dishes, cedes, debts, pitie.
5. Cask, disc, tasks, desks, visits, basic, sixth, evasive.
6. Besieges, beseech, passage, passages, visage, deceive, deceives.

GRAMMALOGS

had, do, different or difference ; much, which ;
 large ; can, come ; go, give or given ;
 for ; have ; thank or thanked, think ;
 as or has, is or his.

Exercise 8

Read, copy, and transcribe



Exercise 9

Write in Shorthand








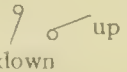
1. *Who can go to the safe and get all of the checks ?*
2. *Do they think the desks too large for these passages ?*
3. *They said his speeches ought to be given on different days.*
4. *If Debbs keeps faith, all of these debts of his can be paid.*
5. *It keeps Bates busy to visit all of the ships which come to the city.*




SUMMARY

1. The consonant *sh* may be written either upward or downward, whichever makes the easier joining.
2. Circle *s* is read first at the beginning of an outline and last at the end.
3. The small circle may represent either *s* or *z* in the middle or at the end of an outline.
4. Vowel-signs are always written alongside a stroke, never to a circle.





LESSON III

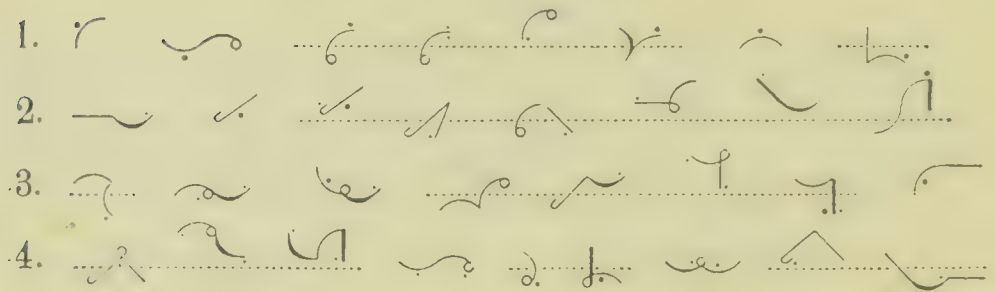
12. The Remainder of the Consonants. The last eight consonants do not occur in pairs, but *r* and *h* are each provided with two signs, making ten signs altogether ; thus,

Letter	Character	Name	As sounded in
M		em	met seem
N		en	net seen
NG		ing	kingly long
L	 up	el	light tile
R	 down	ar, ray	tire right
W	 up	way	wet away
Y	 up	yay	yet Yale
H	 down	hay	high adhere

For convenience the upstroke for *r* is called *ray*. The signs for *m*, *n*, *ng*, are written from left to right, and *w* and *y* are upstrokes. The signs for *h* begin in each case at the circle end ; thus  (up),  (down). The consonant  *l* is always written upward when standing alone.

Position Writing. The first downstroke or upstroke in the outline indicates its position ; thus,

 agency,  lame,  racks,  kills.

Exercise 10*Read, copy and transcribe**Write in Shorthand*

5. May, make, makes, scene, scenes, ill, sale, sales.
6. Sills, lease, weigh, weighs, yes, mail, mails, shells.
7. Mills, sells, leaps, leads, slap, slaps, many, niece.
8. Weep, weeps, weeds, bank, banks, scheme, schemes.
9. Navy, miss, missive, web, misty, escapes, excel, shale.

13. The Use of the Alternative Forms. L Written Downward. The consonant *l* may be written either upward or downward with equal ease. Thus after *n* or *ng* it is usually written downward because a sharper and more convenient angle is formed as—

kneel, *nails*, *seemingly*.





Similarly when *l* precedes a circle and curve, or follows a curve and circle, it is written in the same direction as the circle, as—

listen, *lesser*, *Neilsen*, *nasal*, *measles*.





Exercise 11*Write in Shorthand*

1. Lily, delay, lacing, kingly, kill, canal, bale.
2. Vessel, cancel, nestle, leak, namely, lease, leasing.

Upward and Downward R. (a) The object of having alternative signs for *r* is to indicate the presence or absence of a vowel-sound. In words beginning with a vowel followed by *r*, or ending with the sound of *r*, the downward form is used, as—

 *air*,  *fair*,  *ear*,  *tear*.




On the other hand, if the word begins with *r*, or ends with *r* and a sounded vowel, then the upward form is used, as—








 *wrap*,  *ring*,  *berry*,  *ferry*.







(b) When initial *r* is immediately followed by *m*, the downward *r* is written because of the greater ease in joining; thus,

 *ream*,  *rim*,  *arm*.




(c) Write the *r* either upward or downward, regardless of vowels, to avoid an awkward joining. Thus, before *t*, *d*, *ch*, *j*, *th* or *TH*, upward *r* makes a faster and easier joining, as—

 *arid*,  *arch*,  *earth*.

Likewise, after , ,  or the single straight upstrokes , , ; , upward *r* is used for the same reason, as—

 *defacer*,  *Vassar*,  *answer*,  *rear*,
 *racer*,  *aware*.

(d) In words like *fare* the vowel-sound is represented by the second-place heavy dot; thus,

 *dare*,  *tear*,  *pair*.

Exercise 12

Write in Shorthand

1. Read, ready, err, airily, risk, risks, receive, par.
2. Raise, racing, Irving, rag, pair, rare, jeer, share.
3. Marry, car, carry, answer, remiss, raid, arrayed.

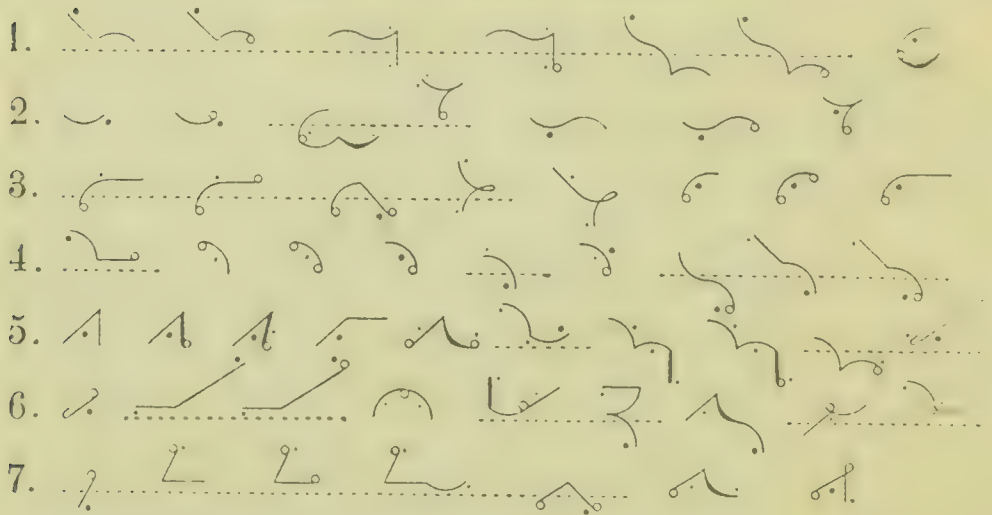
Upward and Downward H. The downward form of *h* is used when that consonant stands alone, or when it is immediately followed by — or —, as—

h hay, *h* hake, *h* Hague, *h* hags.

Otherwise, as a general rule, it is better to employ the upward form of *h*.

Exercise 13

Read, copy, and transcribe



Write in Shorthand


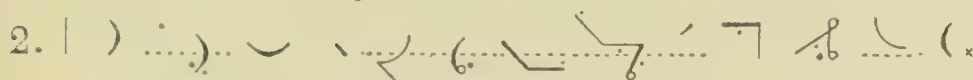



8. Tame, tames, dames, James, games, maims, snakes.
9. Pale, pales, bales, tales, males, deals, snails, lacings.
10. Shame, shames, shell, vessels, nasal, missile, manly.
11. Ram, rams, array, sheer, Arab, cherry, answers.
12. Nave, naves, sneeze, revenge, reddish, lavish, fishing.
13. Wade, wades, yea, basin, receipt, receipts, salary.
14. Head, heads, hedge, hedges, hitch, hitches, business.

GRAMMALOGS

(*though*, (*them* ;) *was*, ... *whose* ;) *shall*, ... *wish* ;
) *usual-ly* ; ... *me*, ... *him* ; ... *in* or *any*, ... *own* ;
 ... *language* or *owing*, ... *thing*, ... *young* ; ... *your*,
 ... *year* ; ... *we*.

Exercise 14

Read, copy, and transcribe

1. 
2. 
3. 
4. 
5. 

Write in Shorthand

6. We shall ask *him* to give his speech in a different language to-day.
7. All the dealers in your vicinity seem to think they can manage the affair easily.
8. Though he has many enemies, all of them seem to be aware of his mental agility and business ability.
9. The head of the firm thinks it was a rash thing for the young cashier to do. It may affect his career.
10. If we appeal to James Nelsen he may give me all the facts in the legacy case.







SUMMARY

1. The consonants *r* and *h* have alternative forms.
2. When standing alone *l* is written upward.
3. Stroke *l* preceding a circle and curve or following a curve and circle is written in the direction of the circle.
4. Use *r* initially if a vowel precedes. Use *ray* finally if a vowel follows.







LESSON IV

14. The Dash Vowels. A heavy dash, in the first, second, and third-place respectively, represents the long vowels *aw*, *ō*, *ōō*, as heard in the words *bought*, *boat*, and *boot*. A light dash, similarly, represents the corresponding short vowels *ǒ*, *ǔ*, *ǒǒ*, as heard in the words *hot*, *hut*, and *hood*; thus,







FIRST-PLACE DASH VOWELS—

aw, and the corresponding short *ǒ*, occupy first place, as
 *bought*,  *chalk*,  *law*,  *top*,  *lodge*,  *rock*.

SECOND-PLACE DASH VOWELS—

ō, and the corresponding short *ǔ*, occupy second place, as
 *vote*,  *cope*,  *fore*,  *tub*,  *rug*,  *love*.

THIRD-PLACE DASH VOWELS—































ōō, and the corresponding short *ǒǒ*, occupy third place, as
 *boot*,  *cool*,  *loom*,  *pull*,  *bull*,  *book*.

(a) In words like *fore* the vowel sound is represented by the second-place heavy dash; thus,

 *door*,  *tore*,  *pour*.

Exercise 15
















Read, copy, and transcribe

1.      
2.      
3.      
4.      
5.      

Write in Shorthand

6. Ball, balk, lauds, hawks, dots, knobs, mocks, song.
7. Votes, boats, scope, hoax, does, dusty, luck, cups.
8. Spools, food, poor, rooms, took, looks, hooks, hood.
9. Hurry, hero, loosen, losing, muscle, roar, locked, bore.
10. Sung, shawl, shawls, urge, officer, dozen, wrongly.

15. **Loops for St and Str.** A small loop represents *st*, and a larger loop represents *str*. These loops are written, like circle *s*, inside of curves, and with a left motion to straight strokes ; thus,



 *pass*,  *past*,  *pastor*,  *pastors* ;
 *mass*,  *mast*,  *master*,  *masters* ;
 *soup*,  *stoop*,  *stoops* ;
 *seed*,  *steed* ;  *seal*,  *steal*.

(a) Following a *st* or a *str* loop, the circle *s* is written as indicated in the words *pastors* and *masters*.

(b) The *st* loop is written at the beginning or end of a stroke. The *str* loop is *never* written at the beginning of a stroke. Both the *st* and *str* loops may be used medially ; thus,

 *toasting*,  *masterpiece*,  *lastingly*.



(c) Just as the small circle at the end of a stroke may represent *s* or *z*, so the small loop at the end of a stroke may represent *st* or *zd*, as in

 *suppose*,  *supposed*.





(d) The *st* loop cannot be employed when a vowel occurs between *s* and *t* because there must be a stroke consonant to provide a place for the vowel-sign. Compare—

 *best*,  *beset* ;  *rest*,  *receipt*.

For the same reason the *str* loop may not be written when a strongly sounded vowel occurs between *st* and *r*. Compare—


































 *rooster*,  *restore*.

The *st* loop cannot be employed finally when a vowel follows *t*; thus,

 *best*,  *bestow*;  *rest*,  *rusty*.

Exercise 16












Read, copy, and transcribe

1.       
2.        
3.         
4.         

Write in Shorthand












5. Steps, stems, disposed, fullest, steal, tacit, just, discussed.
6. Forests, list, enlisting, dismissed, assists, rests, arrests, Saturday.
7. Musters, ministers, lustre, investors, waster, register, pester.
8. Adjust, adjusting, adjuster, dusting, jesting, bolster, exits, smoothest.

16. The Halving Principle. Light strokes are halved to indicate the addition of *t*, and heavy strokes to indicate the addition of *d*; thus,



 *pay*,  *pate*,  *paid*;  *tap*,  *tapped*;  *web*,  *webbed*;  *lift*,  *lived*;  *fat*,  *feed*.

The *d* in many words is pronounced *t*, as in *tapped* (tapt).



(a) In words of more than one syllable, a stroke may be halved for either *t* or *d*; thus,



 *pity*,  *pitied*;  *vote*,  *voted*;  *orb*,  *orbit*;
 *rapid*,  *rabbit*;  *note*,  *noted*;  *evidence*.

(b) A final *s* circle attached to a half-length stroke is read after the *t* or *d*; thus,









 *repeats*,  *invades*.

(c) If a vowel sound occurs after a final *t* or *d*, a full-length stroke must be used; thus,

 *chatty*,  *body*.





































(d) The half-lengths *rt* and *rts* must not stand alone, as they might be mistaken for *should* or *and is*. Words like  *rat* and  *rats* are, therefore, written with the stroke *t* as here shown.

17. Omission of Obscure Vowels. An obscure or unaccented vowel in the middle of a word may be omitted; thus,

 *answer*,  *answered*;  *officer*,  *officered*;
 *relay*,  *relate*,  *relates*,  *related*.

Exercise 17

Read, copy, and transcribe

-          
-         
-         
-        

- 5.
- 6.
- 7.
- 8.

GRAMMALOGS



are, our or hour; that, without; sent;
 quite, could; most; influence, influenced,
 next; first; myself, himself.

Exercise 18

Read, copy, and transcribe

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Exercise 19*Write in Shorthand*

(Note that *caused* is written '  to distinguish the word from  *cost*.)



1. See to it that the two deeds are sent to Messrs. Stanley and Foster in different envelopes.
2. The note they sent us states that they have disposed of most of the stock in Toronto and Ottawa.
3. Our "Star Dusters" are selling rapidly in the city of Nelson. We could not make them quite fast enough.
4. James Dexter's much discussed stories appear in the "Saturday Post." Read them.
5. It was the low cost of these silk waists that caused the rush for them at the sale.
6. We hope they have succeeded in leasing for us the stores we wanted in Moose Jaw.
7. Thomas Baxter has wasted much money in his business deals and has only himself to thank for his heavy loss.
8. We noticed that the "Cadillac Roadster" was the car most in evidence at the recent automobile show.

SUMMARY


















1. When occurring between two strokes, dash vowels follow the rules given for the dot vowels.
2. A small loop represents *st* and a large loop *str*.
3. The *str* loop is not used initially.
4. The sign for an obscure vowel may be omitted.
5. Light strokes are halved for *t*, heavy strokes for *d*; but in words of more than one syllable a stroke may be halved for either *t* or *d*.
6. Read the *s* circle last when it is attached finally to a half-length stroke.
7. The half-lengths \swarrow *rt* and \nearrow *rts*, must not stand alone.

LESSON V

18. Large Circles for Sw and Ss. A large circle *at the beginning* of a stroke represents *sw*, and, like the small circle *s*, is written with the left motion to a straight stroke and inside a curve ; thus,

 *soup*,  *swoop* ;  *soon*,  *swoon*.

















































(a) A large circle written *in the middle* of a word or *at the end* of a stroke represents the light or heavy sound of two *s*'s, with an intervening vowel. It is also written with the left motion to a straight stroke and inside a curve. When a vowel other than *e* intervenes, it is indicated by placing the vowel-sign within the circle ; thus,

 *pass*,  *passes* ;  *doze*,  *dozes* ;  *mass*,
 *masses*,  *miss*,  *misses*,  *Mississippi* ;
 *raise*,  *raises*,  *resist* ;  *sense*,  *senses*,
 *census* ;  *success*,  *successes*.

(b) As in the case of the *st* and *str* loops, final circle *s* following the large circle is written as indicated in the word *successes*.

Exercise 20

Read, copy, and transcribe

-       
-        
-        
-         
-        
-        




Write in Shorthand

7. Seat, sweet, sweetest, seed, Swede, Swedish, sweep, swept, switched.
8. Swift, swiftest, suave, swath, swimmer, swells, swore, swings.
9. Oppose, opposes, disposes, debases, notices, chooses, juices, success, resources.
10. Emphasis, ceases, amazes, evinces, releases, thesis, purses, Colossus.
11. Exist, existed, Texas, successor, insist, insists, insisted.
12. Resisted, exhaust, exhausted, synopsis, necessity, necessitates, accessory.

19. Tick and Dot H. The downstroke *h* is contracted to a mere tick before the strokes \cup \cap , as in—





home, hail, hair.

This tick *h* is used only initially, as in the examples just given. If stroke *h*, either upward or downward, should be awkward to write in the middle of a word, the sound of *h* is expressed by a light dot placed before the vowel-sign ; thus,

1 unhandy,  mishap,  uphill,  loophole.

The dot h is merely an alternative to the stroke form of h , and should be used only when the stroke form is inconvenient.

Exercise 21

1. 
2. 
3. 
4. 

5.
 6.
 7.

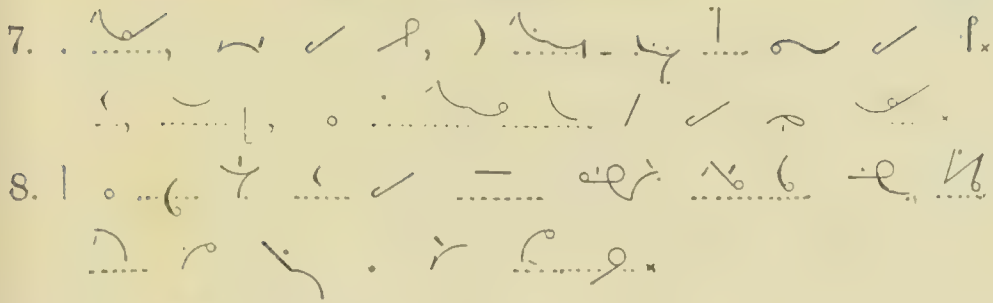
GRAMMALOGS AND CONTRACTIONS

because, itself; those, this, thus; several, themselves, ourselves, influences; anything, something, nothing; as is, is as.

Exercise 22

Read, copy, and transcribe

1.
 2.
 3.
 4.
 5.
 6.



Exercise 23

Write in Shorthand

1. *Without your influence and help, our appeals to the state officers are of no use.*

2. *It appears that several of the leading firms in this city are seeking a monopoly of the wholesale tobacco business.*

3. *Recent statistics show that the cost of living necessities has changed but little in the past two years.*


4. Messrs. Sweeney & Swift,
Rochester, Minnesota.

Sirs :

The boxes of Swiss laces reached us on Wednesday, but because of the long and unnecessary delay we have lost two good customers. Several of the smaller lace hangings are of the wrong shape and we shall ship them back to the wholesale dealers. These successive errors have caused us many needless risks of losing some of our best customers. We insist that changes in your business policy are certainly needed if we are to make a success of it here.

Yours,

SUMMARY

1. A large initial circle represents *sw*.
2. A large medial or final circle represents *ss* or *sz*.
3. The tick *h* is prefixed to 
4. The dot *h* is used as an alternative to the stroke *h*, when the latter cannot be easily written.





LESSON VI

20. **Diphthongs.** The sounds \bar{i} , ow , oi , \bar{u} , heard in the sentence *I now enjoy music*, are called diphthongs, because each consists of two vowels combined into one sound. The sign for the diphthong \bar{i} is the lower half of a diamond, thus, ∇ ; the sign for the diphthong ow is the upper half of a diamond, thus, \wedge . The sign for oi is a small $-$ (k) and $/$ (ch) joined together, thus, \neg ; and the sign for \bar{u} is the upper half of a small circle, thus, \smile . The signs for \bar{i} and oi are written in the first vowel-place, as in—

 *pie*,  *spy*,  *boy*,  *toy*;

the signs for *ow* and \bar{u} are written in the third vowel-place, as in—



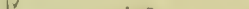
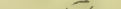
loud, rout, cow, cube, duke, duty.

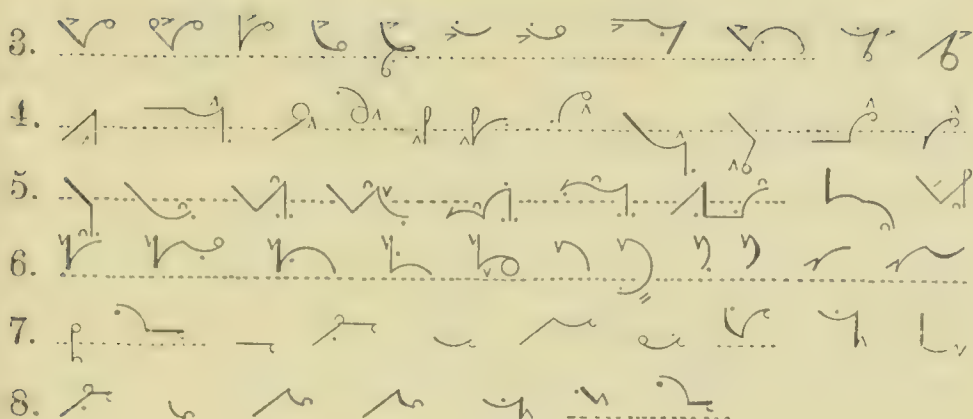
21. **Joined Diphthongs.** Diphthongs are joined initially and finally to stroke consonants wherever it can be done easily. To make an easy joining, the semicircle for *ū* may be written sideways, thus,  *value*,  *new*; and the sign for *ow* abbreviated, thus,  *now*. When preceding *k*, *g*, *m*, or upward *l*, the diphthong *ī* is contracted, as in  *isle* or *I'll*.

Where a final diphthong is joined, the stroke consonant may be halved for *t* or *d*, as in *k* doubt, *ſ* few*d*.

Exercise 24

Read, copy, and transcribe

1.    



Exercise 25

Write in Shorthand

1. Timely, piracy, verify, admire, writhe, retires, satisfy, satisfied, hires.
2. Analyze, analyzes, reviser, wide, widely, wisely, rises, arises, sometimes.
3. Enjoy, enjoyed, rejoiced, spoiling, invoices, noises, toys, soil.
4. Refuge, rebuke, assumes, duties, hugely, cures, occupied, refusal, excuses.
5. Announce, announces, announced, loudest, loudly, mouths, boughs.
6. Ensue, retinue, mute, night, cute, ivy, aisle, bowed, revenue.

22. Triphones. The vowel which follows a diphthong in very many words is expressed by a light tick, joined to the diphthong and written so as to make a sharp angle with it ; thus,

V dial, *man* manual, *Iowa*.

The sign representing a diphthong and a vowel is called a *triphone*, because it expresses three vowels in one sign.

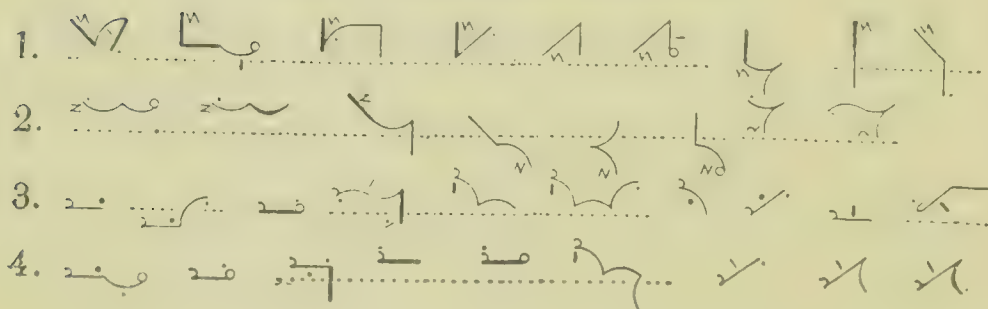
23. Abbreviated W. A small right semicircle is prefixed to — *k*, — *g*, — *m*, — *r* and — *ay*, to represent the initial sound of *w*, thus,

walk, wake, womanly; wore, worry.

The semicircle is *always read first*, so that if a word begins with a vowel the stroke — *w* must be used. Compare wake, awake; ware, aware.

Exercise 26

Read, copy, and transcribe




Exercise 27



Write in Shorthand

1. Fiery, dial, via, pioneer, bias, violence, violate, violated.
2. Voyage, loyal, loyalty, moiety, cower, cowers, bower, endower.
3. Genuine, eventually, duel, fewer, insinuate, reviewer.
4. Walk, walked, walker, were, weary, aware, wars, warlike, war-time.

24. Phrasing. Two or more shorthand outlines may be written together whenever an easy joining can be made. This practice is a great help in developing speed, and the



student should, therefore, cultivate the ability to write phrases easily.





The vowel *aw* may be joined to upward *l*, as in  also.

The sign for *all* is used in words like  already,  always.

The first word in a phrase must occupy the position which it would occupy if it stood alone.

 I,  I've (= I have),  I'm (= I am),




 I'll (= I will),  I will be;

 you,  you may,  you will,  you will be,

 you should be.



A first-place sign may be slightly raised or lowered, however, to accommodate the following stroke, as

 I thank you,  I think you should,  I have,

 I view,  I had,  I do.












































25. **Tick the.** A small tick attached finally and written in the direction of *ray* or *chay*, indicates the word *the*; thus,





 I have the,  at the,  to the,  by the,

 on the (slightly turned to distinguish from  I.)

Practice the following phrases until they can be written with ease. Phrases, as a rule, need not be vocalized, but a vowel may be inserted where necessary, as

 I may, to distinguish from  I am.

	I will		If you will
	I will be		if you will be
	I will do		if you are
	I can		if you should
	I am		if you should be
	I may		if you should know
	I may be		we have
	I have		we have seen
	I have seen		we know
	I have no		we think
	I have such		we think you should
	I have just		we think you should be
	I have it		they will
	I think		they will be
	I think you should		it will be
	I think you may		it may be
	you will		you were
	you will be		if you were
	you will do		which were
	you will have		they were
	you should		we were
	you should be		

Note that in phrases the stroke  is used for *will* and the stroke  for *were*. When the  does not join easily, the strokes  are used instead.

GRAMMALS AND CONTRACTIONS

, how ; ¹ why ; ² with, & when ; ³ what, , would ;
 beyond, , you ; 7 knowledge, . 7 acknowledge,
 — 7 acknowledged ; ¹ O, Oh, owe, , he.

PHRASES

New York; United States.

(When *he* stands alone, or is the first word in a phrase, the form *he* is employed. In all other cases the sign *he* is written.)

Exercise 28

Read, copy, and transcribe

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

2. $\frac{1}{x} \rightarrow \frac{1}{x^2} \rightarrow \frac{1}{x^3} \rightarrow \dots$ - $\frac{1}{x^n}$

3. $\gamma \rightarrow \{ \gamma \} \rightarrow \dots \rightarrow \dots$

[Faint handwritten notes at the bottom of the page]

5. ✓ $\frac{1}{x} = \frac{1}{\sqrt{x^2}} = x^{-\frac{1}{2}}$
 $\therefore \frac{d}{dx} \left(\frac{1}{x} \right) = -\frac{1}{2} x^{-\frac{3}{2}} = -\frac{1}{2x^{\frac{3}{2}}} = -\frac{1}{2x\sqrt{x}}$

6. $\frac{1}{2} \cdot \frac{1}{3} = \frac{1}{6}$ $\frac{1}{4} \cdot \frac{1}{5} = \frac{1}{20}$ $\frac{1}{6} \cdot \frac{1}{7} = \frac{1}{42}$ $\frac{1}{8} \cdot \frac{1}{9} = \frac{1}{72}$

7. $\int_{-\infty}^{\infty} \frac{e^{ix}}{x^2 + 1} dx = \pi e^{-|x|}$ (To. 445)

Exercise 29

Write in Shorthand

In the following type exercises throughout this book, the use of a hyphen between words indicates that they should be phrased.

1. *Although I-have argued with him and emphasized-the value of a worthy career, I doubt if I-can influence his choice.*

2. *It-is a little early to-think about-the annual exhibit now, but we-shall discuss it with you when you arrive in New-York.*

3. *What you have asked us to-do is beyond our power. We-can help you only if-you renew all your licenses annually.*

4. *The pieces of china-ware which-were on sale were all sold out by-the time I reached the store.*

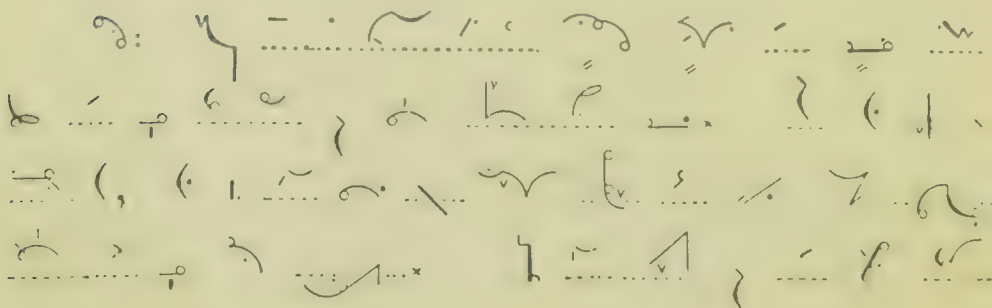
5. *The heavy smoke that obscures your view is caused by-the soft coal now used so widely.*

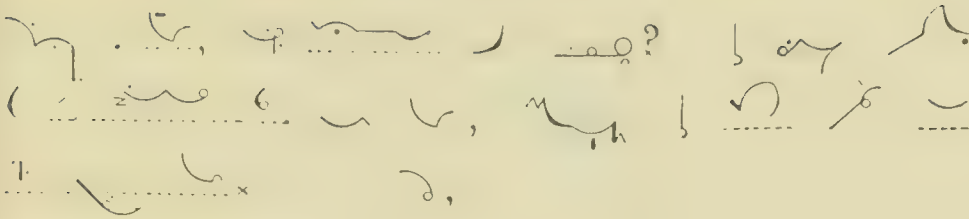
6. *We rejoice to hear that-you have invited the famous singer to appear in a series of recitals in-the United-States and-that-he-has accepted.*

7. *How-can-we elect a new set of officers for our society when those now in power refuse to-resign ?*

Exercise 30

Read, copy, and transcribe





SUMMARY

1. The diphthongs \bar{i} and oi are written in the first-place, and ow and \bar{u} in the third-place.
2. Diphthongs may be joined when convenient.
3. A vowel following a diphthong is expressed by a light tick joined to the diphthong.
4. The first word of a phrase must be written in its own position, and in phrasing a light tick represents *the*.
5. A stroke with a finally-joined diphthong may be halved for either t or d .
6. A small right semicircle is prefixed to the strokes — — — — — to represent the sound of w .

LESSON VII

26. Circle and Stroke S and the Loops St and Str. A vowel-sign is never written to a circle or a loop. Therefore, a stroke consonant must always be written whenever it is necessary to indicate the presence of a vowel sound. The following illustrations show that the vowel-sign is written in each case, not to a circle or loop, but to a stroke. Note also that when a word begins with *z*, the stroke) is employed.







(a)) ace,) aces ;) ice,) ices ;) sigh,) sighs,) assize ; am, Sam, Assam ; | add, | sad, | acid ; | ale, | sale, | assail ; \ pie, \ spy, \ espy ;) sue,) sues,) secede ;) see,) sees,) Caesar ; sense,) essence,) zoo,) zeal,) Zulu.

(b) \ bees, \ busy ; noise,) noisy ; \ rose, \ rosy ; \ less, \ lessee.

(c) \ paste, \ pasty, \ pastime ; \ best, \ bestow, \ beset ; \ rust, \ rusty, \ russet ; \ past, \ pastor, \ pasture ; \ vest, \ vestor, \ vesture ; \ monster, \ monastery.





27. Stroke S in Compound Words. The stroke *s* is retained in derivatives and compounds formed from words

in which *s* or *z* is the only consonant sound, as in *sea*, *saw*, *ace*, *ice*, *ease*; thus,




 *saw*,  *sawmill*;  *sea*,  *sea-coast*,
 *ease*,  *easily*.













The stroke *s* is also written—













(a) When a triphone immediately follows initial *s*; thus,

 *sense*,  *science*,  *Syme*,  *Siam*.









(b) When the syllable *-ous* is immediately preceded by a diphthong, as in




 *pious*,  *joyous*,  *sinuous*.









28. **Vowel Indication.** The preceding explanations show that in very many cases it is possible to indicate an initial or a final vowel without using the vowel-sign. Thus, in words like  *aside*,  *ask*,  *asleep*, the use of the stroke *s* at the beginning indicates a preceding vowel. If the words were *side*, *sack*, *sleep*, the outlines would be  *side*,  *sack*,  *sleep*. Similarly, in words like  *misty*,  *policy*,  *jealousy*, the use of a stroke for the last consonant indicates a following vowel. If the words were *mist*, *police*, *jealous*, the outlines would be  *mist*,  *police*,  *jealous*.

(a) In the same way a downward *r* initially almost always suggests a preceding vowel, as in  *argue*,  *arisen*; while the use of an upward *r* finally, as in  *marry*,  *carry*, indicates a following vowel. Note the difference in outline between  *argue* and  *arg*,  *arisen* and  *risen*,  *marry* and  *mar*, and  *carry* and  *car*.


(b) When an initial *l* immediately precedes a simple horizontal stroke, it is written downward if the word begins with a vowel and upward if the first sound is *l*; thus,

 *alike*,  *elm*,  *alone*,  *along*,
but  *like*,  *lame*,  *Luna*,  *long*.

(c) Similarly, when final *l* follows    or any straight upstroke, the upward form is used to indicate a following vowel, and the downward form to indicate the absence of a vowel; thus,










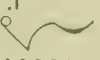



















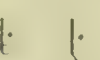









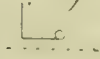


















 *fell*, but  *fellow*;  *vale*, but  *valley*;
 *scale*, but  *scaly*;  *rail*, but  *rely*.

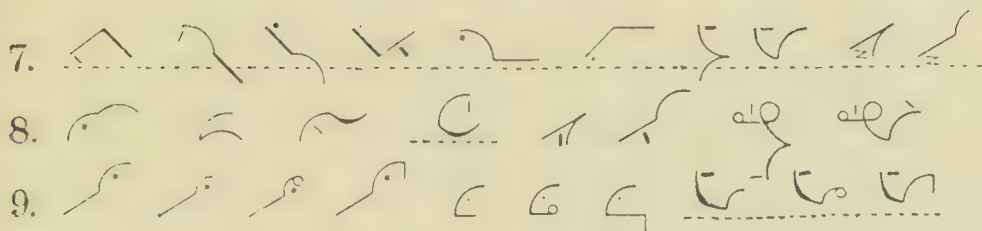
(d) In words like  *debar* and  *Shakespeare*,

where *r* follows two downstrokes, the upward *r* is written, so as to keep the outline close to the line of writing; and for the same reason the downward *r* is used finally after two straight upstrokes, as in  *rarer*.

Exercise 31

Read, copy, and transcribe

-        
-          
-          
-          
-          
-          



Exercise 32

Write in Shorthand

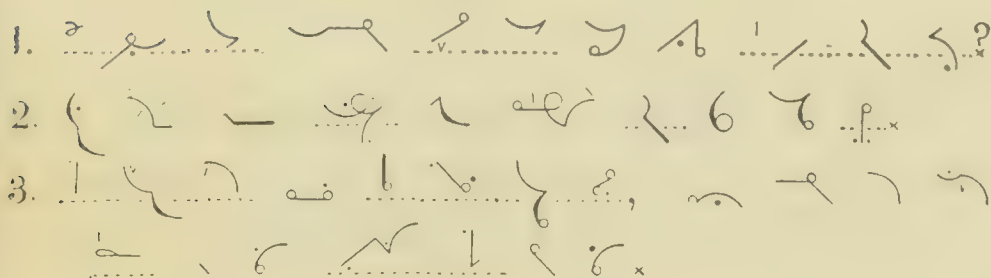
1. Sleep, asleep, slope, aslope, state, estate, asylum.
2. Skip, escape, said, essayed, seek, Eskimo, sum, assume.
3. Pose, posy, bees, busy, case, Casey, rest, receipt.
4. Dust, dusty, deceit, arid, aright, earth, arch, urges.
5. Far, ferry, appear, parry, boor, bureau, jeer, jury.
6. Full, fully, veal, villa, skill, sickly, yell, yellow.
7. Elk, leak, Olga, log, alum, lime, facile, vessels, swiftly.
8. License, licensed, unlicensed, assail, assault, assaults.
9. Despair, bestir, disperses, disposer, posture, roarer.

GRAMMALOGS AND CONTRACTIONS

\ *special* or *specialy*, *speak*; | *dollar*, | *dollars*;
establish-ed-ment; *expect-ed*; *unexpected*;
altogether, *together*; *insurance*; *January*;
February; *November* or *never*; *yesterday*;
regular, *irregular*.

Exercise 33

Read, copy, and transcribe





Exercise 34

Write in Shorthand

1. *We-have notified him that-he-is to speak to-morrow night on-the bonus.*
2. *Our officers despair of-his ability or desire to change his irregular methods and habits.*
3. *The regular notices of-the society are sent to-him also, yet he-has never received any of-them.*
4. *Robson & Scholes, Ottawa, Canada.*

Sirs :

We-are exceedingly sorry to hear that-you do not like-the pastes we-sent several days ago. We suggest that-they be sent back to us, and-we-shall ship new tubes to-you without delay. We desire to emphasize our policy of a "thoroughly satisfied customer, or no sale." Our success testifies to-the wisdom of-such a policy.

We hope you-will not hesitate to-let us know if-the new lot is not up to-the mark, as-it-is only thus that-the firm and its customers can satisfy themselves.

Yours,

SUMMARY









1. An initial vowel requires the use of an initial stroke, and a final vowel requires the use of a final stroke.

2. The stroke *s* is written in derivatives and compounds, when a triphone immediately follows initial *s*, and in the syllable *-ous* when this is preceded by a diphthong.






















3. The use of the upward and downward forms of *r* and *l* enables the writer to indicate, in many words, the presence or absence of an initial or a final vowel.

LESSON VIII



29. **Initial Hook for L to Straight Strokes.** A small initial hook written with the left motion adds *l* to the straight strokes *p, b, t, d, ch, j, k* and *g*; thus,

 *pl*,  *bl*,  *tl*,  *dl*,  *chl*,  *jl*,  *kl*,  *gl*.

(a) These double consonants are vocalized and read like single consonants. The circle *s* is prefixed to them by writing the circle inside the initial hook. The illustrations show how to join this hook in the middle of a word—

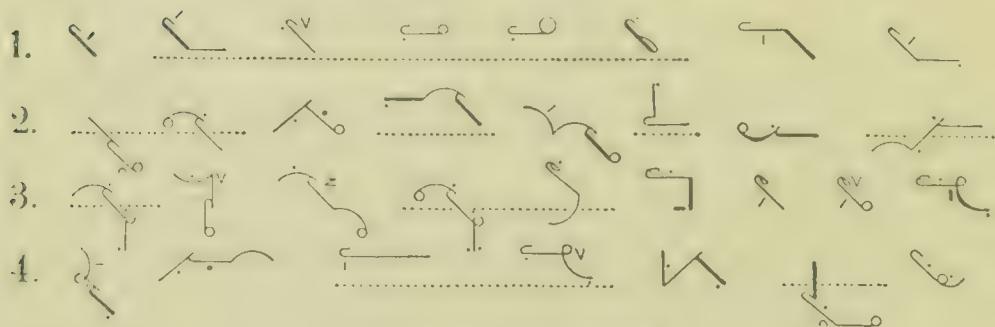
 *pie*,  *ply*,  *supply*,  *imply*;  *able*,
 *sable*,  *table*;  *set*,  *settle*,  *battle*;  *addle*,
 *saddle*,  *paddle*;  *satchel*,  *chapel*;  *cudgel*;
 *clay*,  *cycle*,  *tickle*;  *eagle*,  *Siegel*.

NOTE: The upward form of *r* is always used when it precedes *kl*, or *gl*, thus—

 *oracle*,  *article*.

Exercise 35









Read, copy, and transcribe



Write in Shorthand

























5. Play, plate, plates, places, plasters, replies, replied.
6. Foibles, cables, enabled, bottles, pliable, bluster, black.
7. Close, closes, claims, clasp, glass, glasses, globe, glory.
8. Deplore, label, inclose, inclosed, smuggle, smuggled.
9. Sublime, secluded, subtle, supplied, settled, settlers.

30. **Initial Hook for R to Straight Strokes.** A small initial hook written with the right motion adds *r* to the straight strokes *p*, *b*, *t*, *d*, *ch*, *j*, *k* and *g*; thus,

 *pr*,  *br*,  *tr*,  *dr*,  *ch r*,  *jr*,  *kr*,  *gr*.

(a) These double consonants also are vocalized and read like single consonants.

A circle or loop may be prefixed to these double consonants by writing the circle or loop on the same side as the hook *r*. The hook is used medially also; thus,











 *pray*,  *spray*,  *paper*;  *bray*,  *sabre*,  *fibre*;  *eater*,  *sweeter*,  *better*,  *outer*,  *stouter*;  *eider*,  *cider*,  *louder*;  *etcher*,  *stretcher*,  *preacher*;  *edger*,  *stager*,  *ledger*;  *ochre*,  *soaker*,  *stoker*,  *maker*.









The hooked forms may represent syllables in words like—









 *terminus*,  *delicacy*,  *perplex*.









Exercise 36

Read, copy, and transcribe

1.          

2.        

3.        







4.        

Write in Shorthand




5. Praises, praised, bruise, bruised, address, addresses, addressed, gray, graze.

6. Labor, teacher, major, depressed, packers, bigger, imprison, biography.
7. Sweeper, supreme, steeper, sober, utter, stutter, sweater, sicker, stickers.
8. Stress, stresses, presently, trials, grazes, cruiser, grasps, streams, strong.
9. Strike, strikers, brighter, progress, struggles, troubles, brutal, grapple, glitters.



31. **Medial Circle and Hook.** When a circle and a hook are used medially, both circle and hook must be shown ; thus,

 *pastry*,  *illustrates*,  *destroy*,  *display*,
 *bicycle*,  *exclaim* ;









but when an easy joining is not possible, the *l* hook is not used medially ; thus,

 *pistol*,  *unsettle*,  *accessible*.

(a) When *skr* or *sgr* follows *t* or *d*, the combinations are written thus,

 *describe*,  *disagree*.



(b) In the following pairs of words note that the stressed vowel sound is represented by using the stroke *l* or stroke *r* instead of the hook ; thus,

 *ripple* but  *repeal* ;  *reaper* but  *repair* ;
 *debtor* but  *deter* ;  *regal* but  *regale*.




(c) Similarly when a distinct vowel sound occurs between *l* or *r* and a preceding consonant, and no other consonant stroke occurs in the word, the stroke is used for *l* or *r* and not the hook ; thus,

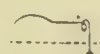
 *peal*,  *par*,  *scale*,  *scar*,  *spell*,  *spear*.

32. **Intervening Vowels Indicated.** To avoid a long or awkward outline, a dot vowel between a stroke and an initial hook is indicated by writing a *small circle*, instead of the dot, *after* or *before* the stroke ; thus,

 *parcel*,  *chair-maker*,  *cheerily*.

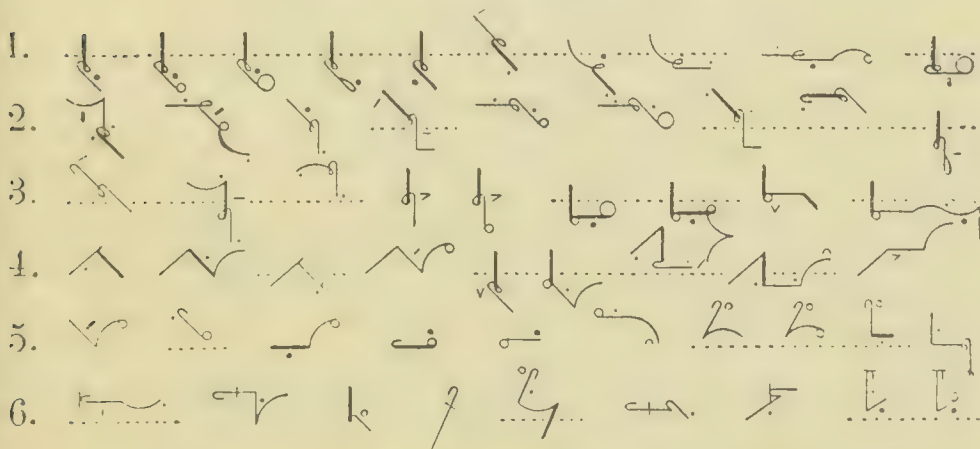
An intervening dash vowel is indicated by writing the dash at the beginning or end of the hooked form for a first or third-place vowel respectively, and through the hooked form for a second-place vowel ; thus,

 *George*,  *church*,  *troubadour*.

Note also  *mixture*. It is seldom necessary to vocalize in this way.

Exercise 37

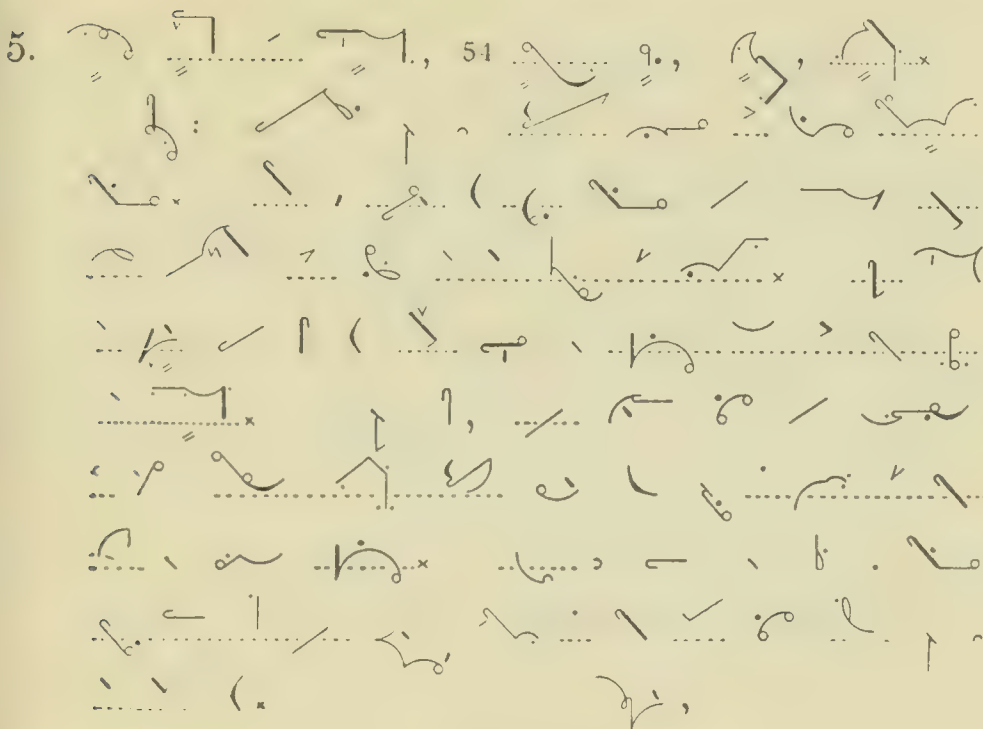
Read, copy, and transcribe



Exercise 38

Write in Shorthand

1. Advisable, disclosed, plausible, traceable, instil, musical, extol, exploded.
2. Extra, extreme, extremely, mystery, reciter, expressed, mistrust, extracted.
3. Prospers, destroyed, disgrace, disgraced, outsider, retail, details, retire.



Exercise 40

Write in Shorthand

1. *It-is equally true that-the recent decreases in-the prices of-the cheaper fabrics are expected to-result in increased sales.*
2. *Extra care must be exercised by-all not to obstruct the passage of-the bills relating to-the labor problems now facing us.*
3. *Several members of-the college faculty expressed the belief that-it-was absolutely necessary to-take proper steps to-bring about harmony in-the ranks of capital and labor.*
4. *Our industry prospers because of-the direct methods we employ with purchasers. We tell-them only the truth when-we describe our products, and, as a result, the list of satisfied buyers grows larger and larger each week.*

5. Messrs. Peters & Blake,

Battle, Alberta.

Dear-Sirs :

Since *you have* expressed *a* desire to know something of-our silk waists and dresses, *we-take-the-liberty* of inviting *you to-our* offices and sales-rooms, at 65 Worth Street, *in-your* city. *We-shall-be-pleased* to show samples of-our styles for-*this* season. Our designs avoid *all* extremes in styles without any loss of-charm. Already record sales *are* reported by-*the* jobbers. Both wholesale and retail dealers *are* supplied at prices *that-make* a strong appeal to-*them*.

Please *acknowledge-the* receipt of-our catalog, which-*we-have-sent to-you* by parcel-post to-day.

Yours-truly,

SUMMARY

1. Hook *l*, added to straight strokes, is written with the left motion, and circle *s* is prefixed by writing the circle inside the hook.

2. Hook *r*, added to straight strokes, is written with the right motion, and the circles *s* and *sw* and the *st* loop are prefixed by writing the circle or loop on the *r* side of the straight stroke.

3. Strokes initially hooked for *l* or *r* are vocalized and read like single strokes.

4. A circle and hook occurring medially must both be shown.

























5. A vowel may be indicated between an initial hook and a stroke consonant (*a*) by writing a small circle for a dot vowel, and (*b*) by writing a dash vowel-sign through the stroke consonant.


LESSON IX


33. Initial Hook for R to Curves. A *small* initial hook, written inside the curve, adds *r* to the curves *f*, *v*, *th*, *TH*, *sh*, *zh*, *m* and *n*; thus,

 *fr*,  *vr*,  *th r*,  *TH r*,  *sh r*,  *zh r*,  *nr*,  *nr*.

(a) These double consonants are vocalized and read like single consonants. The circle *s* is prefixed to them as shown in the following illustrations—




 *off*,  *offer*,  *suffer*;  *eve*,  *ever*,
 *sever*;  *calm*,  *calmer*;  *oath*,  *author*;
 *other*,  *soother*;  *shoe*,  *shrew*;  *pusher*,
 *fisher*;  *measure*;  *resume*,  *resumer*;
 *inn*,  *inner*,  *sinner*;  *furnace*,  *sufferance*.

(b) The double consonant  *shr* is written *downward only*.


(c) The sign  is employed for the representation of either *ng-kr* or *ng-gr*; as

 *bang*,  *banker*,  *drinker*,  *conquer*.

(d) Words ending in *ng-r* are represented thus,

 *singer*,  *swinger*,  *ringer*.

34. Initial Hook for L to Curves. A *large* initial hook, written inside the curve, adds *l* to the curves *f*, *v*, *th*, *TH*, *sh*, *m* and *n*; thus,

 *fl*,  *vl*,  *th l*,  *TH l*,  *(up) sh l*,  *ml*,  *nl*.

(a) The double consonant  *sh l* is written *upward only*.

(b) The explanations stated in paragraphs 31 and 32 with regard to the medial use of circles and hooks, the use of the hook or stroke for *l* and *r*, and the representation of intervening vowels, are applicable to the curved strokes as well as to the straight strokes.

(c) The following words illustrate the use of these double consonants. The circle *s* is prefixed in the manner shown.

foe, *flow*, *float*, *flame*; *eve*, *evil*,
civil; *peace*, *peaceful*; *oath*, *Ethel*;
pale, *palatial*; *fish*, *official*; *Cam*,
camel; *O'Donnell*.

Exercise 41

Read, copy, and transcribe

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Exercise 42*Write in Shorthand*

1. Flowed, flap, flabby, flank, flanker, flare, flask, fledge.
2. Ash, usher, ushering, shrank, clasher, splasher, dasher.
3. Measure, treasure, closure, enclosure, leisure, leisurely.
4. Gram, grammar, climb, climber, schemer, claim, claimer.
5. Pawner, diner, joiner, keener, cleaner, thinker, stronger.
6. Savor, summer, sooner, dishonor, dishonored, dishonorable, external.
7. Eternal, penalty, final, manner, briefly, bravely, shimmer.
8. Pressure, brusher, shelves, shellac, shrivel, bushel, racial.
9. Nurse, nourish, ignores, north, shilling, enormous, personality.
10. Personnel, canal, revile, refill, tenure, small, snare.

35. **Alternative Forms.** The hooked forms \curvearrowright *fr*, \curvearrowright *vr*, \curvearrowleft *th r*, C *TH r*, *turned over to the right*, are employed as alternative signs for these double consonants ; thus,

\curvearrowright *fr*, \curvearrowright *vr*, \curvearrowleft *th r*, C *TH r*.

(a) When a sign for *fr*, *vr*, *th r*, *TH r*, etc., is joined to another stroke, that form is used which joins most easily. As a general rule, the left curve is joined to a stroke written *towards the left*, and the right curve when joined to a stroke written *towards the right* ; thus,

J *Jefferson*, A *average*, P *proffer*, T *cover*,
 T *covered*, W *weather*, B *bother*, B *bothered*.

(b) If the double consonant stands alone, the *left* curve is written *if a vowel precedes*, and the *right* curve *if a vowel does not precede* ; thus,

A *affray*, A *fray* ; \curvearrowright *ever*, \curvearrowleft *verse* ; A *author*, B *throw*.

(c) The signs \curvearrowright *fl* and \curvearrowleft *vl* are also *turned over to the right*, to provide alternative signs for these double consonants. The right curves \curvearrowright and \curvearrowleft are used only *when following* — *k*, — *g*, — *n*, or the straight upstrokes thus,

\curvearrowright *scuffle*, \curvearrowleft *gravel*, \curvearrowright *novel*, \curvearrowleft *rival*.

Exercise 43

Read, copy, and transcribe

1. \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft
2. \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft
3. \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft
4. \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft \curvearrowright \curvearrowleft

Exercise 44

Write in Shorthand

1. Frock, freak, frail, forgot, refreshed, floated, rivers.
2. Braver, brothers, hemisphere, atmosphere, marvel, frolic.
3. Flee, flight, flights, freezes, floats, offered, either.
4. Reflect, inflict, inflicts, removal, upheaval, flurry, flames.

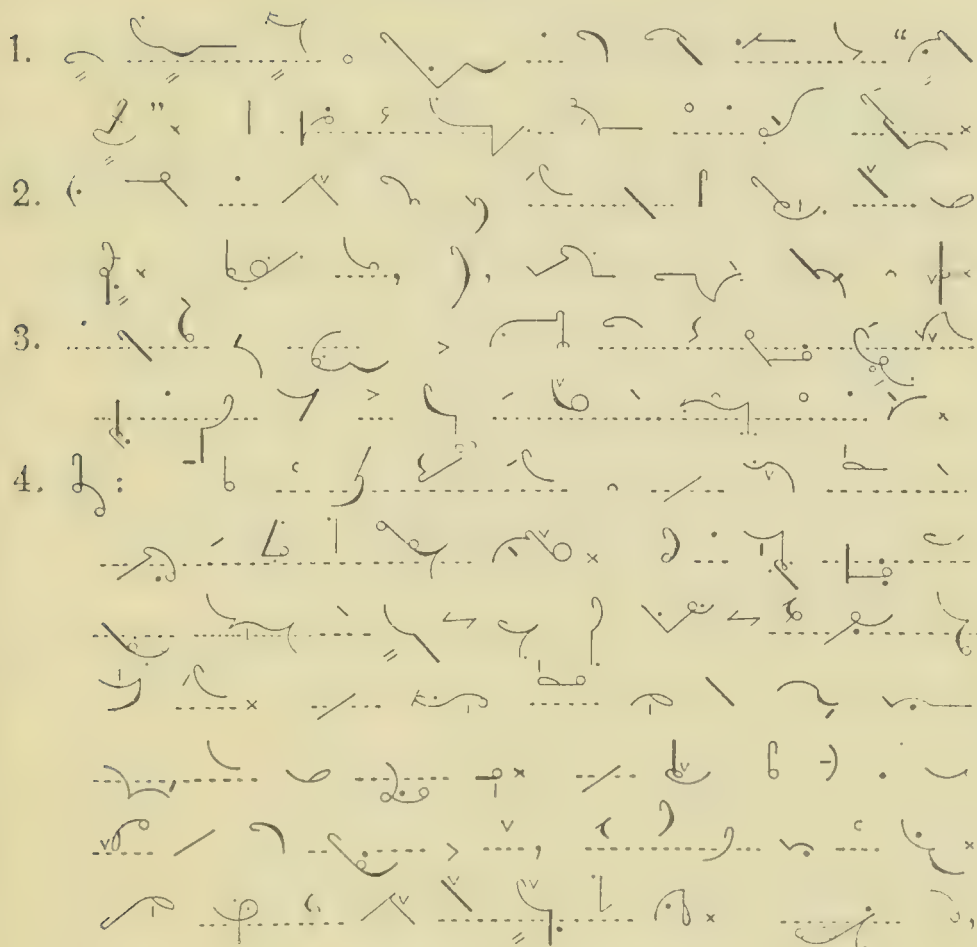
GRAMMALOGS

\curvearrowright *over*, \curvearrowleft *however*; \curvearrowright *valuation*; \curvearrowleft *their* or *there*;
 \curvearrowright *therefore*; \curvearrowleft *from*; \curvearrowright *very*; \curvearrowleft *sure*; \curvearrowright *pleasure*;
 \curvearrowright *more* or *remark-ed*, \curvearrowleft *remarkable-y*, \curvearrowright *Mr.* or *mere*;
 \curvearrowright *nor*, \curvearrowleft *near*.

PHRASES

\curvearrowright *they are*, \curvearrowleft *in our*.

Exercise 45

Read, copy, and transcribe

Exercise 46

Write in Shorthand

1. *In-our* haste *we-must* not *overlook* certain facts regard-
ing-*the* enormous outlay involved if-*we* accept these
proposals.
2. Through *our* system of weekly reports *to-the* home office
we-have gathered enough evidence *to* assure us *that-*
there-will-be no upheaval *in-the* ranks of-*our* workers
for-some time.

3. Intense rivalry *in-the* automobile industry *has* resulted *this year in a* marvelous increase *in* business *for every-*body. *Although they-are all* highly pleased *with-the* figures, many dealers feel *sure* they-will-be doubled *next year.*

4. Dear Mr. Frost :

We-have received *your* note regarding *what you* term *an* unwarranted increase *in-the* tax valuation *of-your* property located at 36 Broad Street, *in-this* city. *You-may-be-sure* the figures *are* correct, *for-the* tax appraisers make *a very-careful* study *of-each* parcel *before-the* total valuation *is* arrived at. *The regular* method *of-procedure* was employed *in-your-*case, and Mr. Frank Traynor, *the* tax expert *in-our* office, *is* at *your* service *to-go over-the* entire problem *with you.*

Very-truly-yours, (94)

SUMMARY






























1. A small initial hook adds *r* to curves ; a large initial hook adds *l*.

2. There are alternative forms for *fr*, *vr*, *th r*, *TH r*, *fl* and *vl*.

3. *Sh r* is written downward only, and *sh l* is written upward only.

LESSON X

36. **Final Hook for N.** A small final hook, written with the right motion, adds *n* to all straight strokes, and written inside the curves, adds *n* to curves. Whenever convenient, the *n* hook is used in the middle of a word also ; thus,


















 *pay*,  *pain*,  *bane*,  *tone*,  *done*,  *chain*,
 *Jane*,  *cane*,  *gain*,  *feign*,  *vain*,  *thin*,
 *thine*,  *assign*,  *zone*,  *shown*,  *mine*,  *nine*,
 *line*,  *earn*,  *Rhine*,  *wine*,  *yawn*,  *hone*,
 *pining*,  *punish*,  *banish*,  *dining*,  *refinery*.

Exercise 47











Write in Shorthand

1. Pan, span, plain, planning, sprain, brown, train, strain.
2. Forgotten, restrain, sudden, coin, coining, cleaning, turn, begin, region.
3. Soften, remain, remaining, machine, assign, assigning, horn, earnest.
4. Linen, stolen, refine, earthen, refrain, discern, woven, varnish.
5. Discipline, plenty, obtaining, vanish, finished, furnish, furnished, fringe.







(a) A circle or loop written on the *n* side of a straight stroke includes the hook *n* , thus,

 *pay*,  *pain*,  *pains*,  *pun*,  *puns*,  *punster*,
 *punsters* ;  *ten*,  *tense*,  *tenses* ;  *chain*,  *chains*,
 *chances*,  *chanced* ;  *wince*,  *winced*,  *winces*.

(b) The small circle is written inside the *n* hook attached to a curve, and adds the heavy sound of *z* only ; thus,

 *fine*,  *fines* ;  *van*,  *vans* ;  *assign*,
 *assigns* ;  *moan*,  *moans* ;  *line*,  *lines*.

(c) The light sound *-ence*, after a curved stroke. The stroke *n*, with the circle or loop added, must be used in words like























 *fence*,  *fences*,  *fenced* ;  *mince*,
 *romance*,  *allowance*.

Exercise 48










Write in Shorthand

1. Pans, plans, explains, prance, prances, pranced, entrance, entrances.
2. Bones, ribbons, drains, residences, resistance, distances, regions, chances.
3. Wagons, weakens, burns, coupons, urchins, cleanses, against, appliances.
4. Refines, remains, earns, summons, frowns, shrines, horns, women's.
5. Evincing, prominence, alliance, allowances, finance, sciences, renounced, minces.

37. Final Hook for F, V. A small final hook, written with the left motion, adds *f* or *v* to straight strokes. The circle *s* is added to this hook as shown, and when convenient the hook is used in the middle of a word ; thus,

 *pay*,  *pave*,  *paving*,  *paves* ;  *braves*,
 *braving* ;  *tough*,  *deaf*,  *define* ;  *chafe*,
 *chafes* ;  *cuff*,  *cuffs* ;  *gave*,  *rave*,  *raves* ;
 *wave*,  *waves* ;  *heave*,  *heaves* ;  *driving*,
 *proving*.














(a) A stroke which is finally hooked may be halved to add either *t* or *d*. In such outlines the hook is read *before* the *t* or *d* ; thus,

 *pain*,  *paint* or *pained*,  *paints* ;  *fine*,  *find*,
 *finds* ;  *wave*,  *waft* ;  *raved*.

38. Final Vowel Sound. Neither the hook *n* nor the hook *f-v* is used finally if a vowel sound follows—




























































 *puny*,  *coffee*,  *funny*,  *wavy*,  *avenue*.

(a) Intervening Vowels. Neither of these hooks is used if a vowel occurs between *n* or *f-v* and a following sound that is represented by a circle or a loop ; thus,

 *bones*, but  *bonus*,  *bonuses*,  *bannister* ;
 *raves*, but  *revise*,  *revises*,  *revised* ;
 *men's*, but  *menace*,  *menaces*,  *menaced*,
 *minister*.

Exercise 49

Read, copy, and transcribe

1.        
2.        
3.         
4.        
5.        
6.         
7.         

Exercise 50*Write in Shorthand*

1. Puff, puffing, puffs, disprove, define, defining, definite.
2. Proof, proofs, prove, proving, reproving, deaf, devote.
3. Win, wind, winds, line, lined, lend, lends, lands.
4. Accidents, explained, returned, planned, cleaned, grants, graft, engraved, observed, relieved.
5. Bone, bony, tune, tiny, brain, brainy, rough, review.
6. Services, refuses, devised, defaces, prefaces, professed.
7. Genus, denies, ransom, winsome, lonesome, dancer.

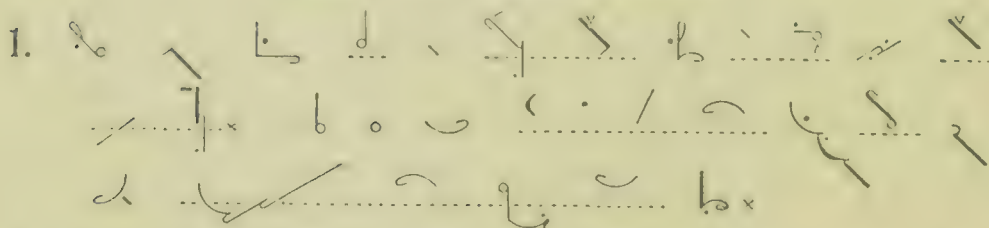
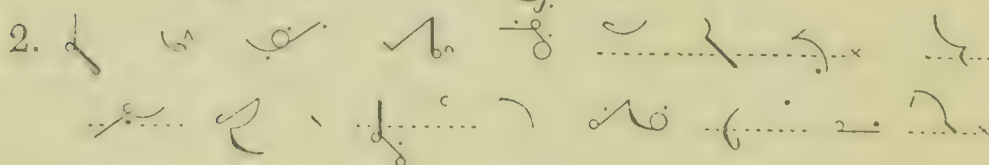
GRAMMALOGS AND CONTRACTIONS

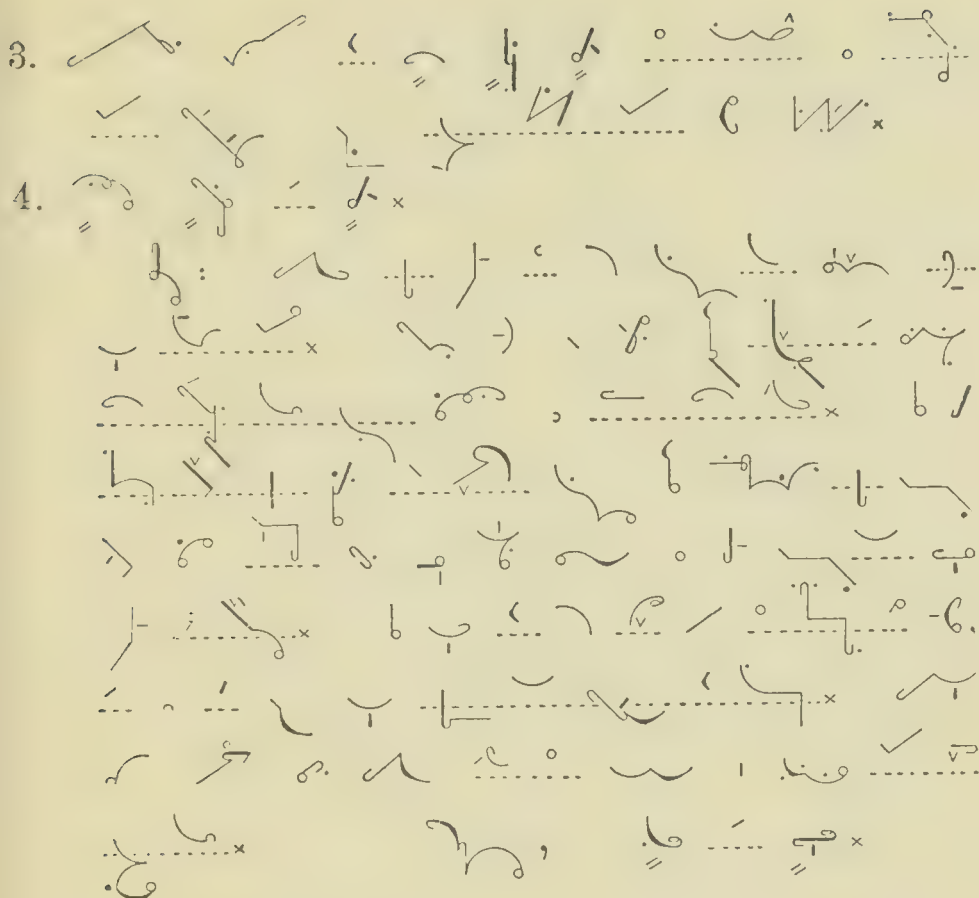
\ been, / general-ly, (within, C southern, ~ northern,
 ~ opinion, \ balance, / deliverance, ~ signify-ied-ificant,
 ~ significance, \ behalf, l. advantage, ~ difficult,
 l. difficulty.

PHRASES

/ had been, \ have been, ~ out of, / which have,
 ~ who have, / at once.

Exercise 51*Read, copy, and transcribe*

1. 
2. 



Exercise 52

Write in Shorthand

1. *We-have signified our desire to appear before-the local authorities to state our opinion regarding-the proposed telephone and telegraph rates.*
2. *Oil producers have-been forced to-call on-their reserve supplies to-meet-the remarkable demand for gasoline by users throughout-the entire country.*
3. *We-have-been advised by our insurance agents that-you wish to-take advantage of-the liberal dividend returns offered in-our recent stock issue.*

4. Messrs. Evans & Groves,

Dear-Sirs :

We would-be ungrateful indeed if *we-did* not accept *your* kind hint. As a direct result *we-have* planned a series of-trips for our salesmen *which-will* bring them into closer touch *with our* customers *all-over* Canada. Our men leave Toronto at-once *with* samples of-our advance lines. They-will explain *to-you* the reasons for-the apparent slackness *we-have* shown *during-the* past season. *It-has-been* one of-much stress for us, and *we-are-inclined-to-think* you-will make-the proper allowances *when you* hear our story. You-will-be-glad to-learn that-the new lines to be shown to-you have-been favorably received in-the northern states. They-are of splendid value, and are sold at prices that give us a very-low margin of-profit.










Yours-very-truly,

SUMMARY

1. The hook *n* added to straight strokes is written with the right motion, and the hook *f* or *v* with the left motion.
2. The hook *n* is written inside of curves.
3. A final circle or loop written with the right motion to straight strokes includes the hook *n*.
4. Circle *s* is written inside of hooks attached to curves.
5. After a curve the stroke *n* must be employed in the light sounds of *ence*, etc.
6. A stroke which is finally hooked may be halved for either *t* or *d*.
7. Hooks *n*, *f-v* are not used finally if the word ends with a vowel.

LESSON XI











39. Final Hook for SHUN. A large final hook adds *shun* to curves or straight strokes ; thus,




 *vision*,  *visionary*;  *nation*,  *national*;
 *mission*,  *missioner*;  *passion*,
 *auction*,  *traction*.





As indicated, the *shun* hook is used in the middle of a word whenever a good joining is obtained, and is always written inside of curves.

40. When attached to straight strokes it is written as follows —

(a) On the side opposite to an initial hook or circle; thus,







 *oppression*,  *repression*,  *repletion*,
 *Grecian*,  *station*,  *hesitation*,  *section*,
 *dissection*,  *secretion*,  *deseccration*.

(b) Away from the curve when added to — or — following the curves ,  or  (up) as

 *fiction*,  *vacation*,  *location*,  *legation*.

These two rules have a balancing effect on the outlines and tend to preserve the straightness of the strokes.

(c) On the side opposite to the last vowel when added to a straight stroke which has no initial attachment ; thus,

 *potion*,  *option*;  *auction*,  *caution*;
 *operation*,  *portion*.

(In such words the last vowel is indicated without actually writing the vowel-sign.)

(d) On the right side of the simple stroke $| | /$ as
 \curvearrowright rotation, \curvearrowleft notation, \perp addition, \mathcal{Z} magician.

Since the last vowel always occurs AFTER $| | /$ in such words, there is no need to indicate that fact.

A stroke that is finally hooked for *shun* may be halved to add either *t* or *d*, as

\curvearrowright fashioned, \curvearrowright motioned.

Exercise 53

Write in Shorthand

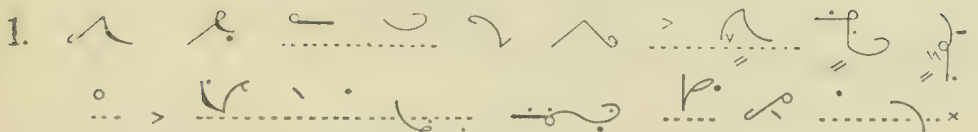
1. Missions, missionary, infusion, invasion, solution, solutions, professional.
2. Permission, stipulation, suffusion, supervision, ammunition, elimination, orations.
3. Probation, traditions, inception, seclusion, hesitation, frustration, politicians, perfection.
4. Reduction, occasions, occasional, adoption, reparation, elections.
5. Eviction, vocations, vocational, imitation, magicians, rendition.
6. Partitioned, rationed, auctioned, occasioned, provisioned.

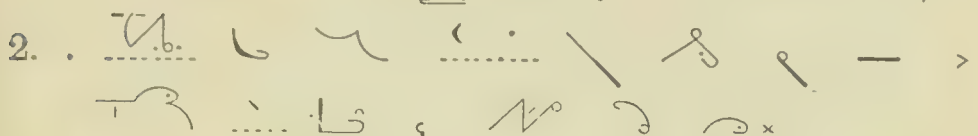
GRAMMALOGS AND CONTRACTIONS


\backslash public-sh-ed, \backslash publication; \backslash subject-ed, \backslash subjective,
 \mathcal{S} subjection; \curvearrowright signification; \mathcal{S} subscribe-d,
 \mathcal{S} subscription; \curvearrowright inform-ed, \curvearrowright informer,
 \mathcal{S} information; \wedge represent-ed, \wedge representative,
 \wedge representation.


Exercise 54

Read, copy, and transcribe

1. 

2. 

3. 

4. 

Exercise 55

Write in Shorthand

1. They-have already expressed *their* intention to subscribe liberally *to-the* movement which seeks to enforce the adoption of safety devices *for-the* prevention of collisions.





2. Unfortunately *we-can* attach little or no *signification* *to-the* author's *representations of-his-own* book. Our *subscription and sales departments* both report a *very weak market for-it as yet*.
3. Our *informer, in-this-instance*, is Mr. Frank Wiggins, *the special news representative in foreign capitals*. His *impressions of-the last sessions of-the peace parley have won-the warm approbation of-the leading statesmen in foreign countries*.
4. Messrs. Jones & Smith,
54 Spruce Avenue, Brandon, Manitoba.

Dear-Sirs :



Your *representative* visited us yesterday, and gave us full *information* regarding your *publications*. We-*were-not, however*, ready *at-the* moment to *subscribe for any of-these, though-we* hope *to-take several of-the new editions of-your older texts in a week or-two*. Please express to us *at-once* four copies each of "The Dictionary of Education," "Public Finance," "Labor Representation on Public Bodies," and "Rational Psychology."

Kindly *inform our Fiction Department as to-the best terms upon-which you-can* supply gross lots of-your new novels "Woman in Subjection," by Armstrong, and "The Informer," by Brown. Yours very-truly, (118)


41. SHUN following Circles S or NS and a Vowel. The sound of *shun* is expressed after the circle s by a *small hook*, written on the *other side* of the stroke ; thus,

 pose,  position ;  dispense,  dispensation.





A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook ; thus,

 physician,  transition.

When the hook is left unvocalized a second-place vowel is to be read between the circle and *shun*; thus,

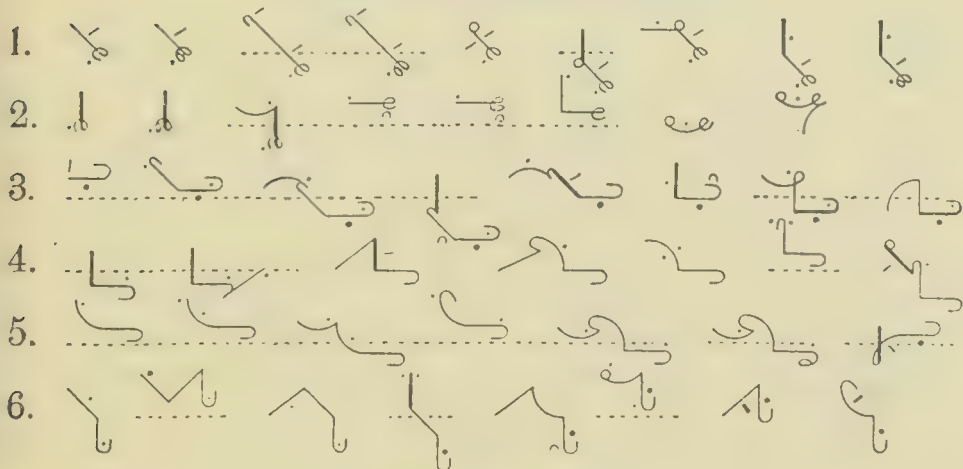
 *possession*,  *sensation*.

First-place vowels do not occur between *s* and *shun*. The circle *s* may be added to the hook, as in the preceding examples.

42. Words ending in *-uation* or *-uition*. The stroke *sh* and hook *n* are generally employed for these terminations, as in the words  *extenuation*,  *intuition*. It is permissible to use the large hook in  *perpetuation*,  *fluctuation*, and similar words, in order to avoid a too lengthy outline. There are comparatively few words of this class.

Exercise 56

Read, copy, and transcribe



Exercise 57

Write in Shorthand

1. Possession, procession, processional, physician, physicians.
2. Succession, taxation, vexation, secession, musicians.
3. Lotion, repulsion, expulsion, stipulation, stipulations.

4. Ration, aberration, saturation, derision, negation.
5. Attrition, intrusion, intrusions, penetration, cushions.
6. Notation, mutation, exultation, laudation, logician.

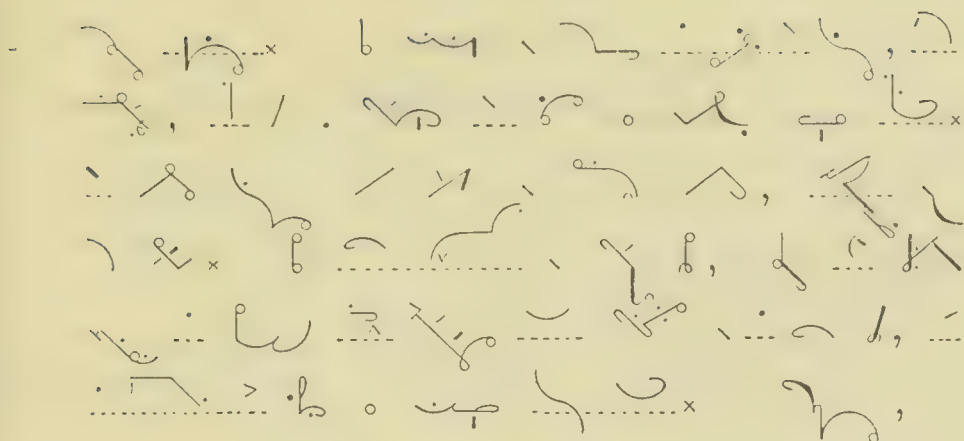
GRAMMALOGS AND CONTRACTIONS

⌈ satisfaction, ⌈ satisfactory; ⌋ organization,
 ⌋ organize-d; ⌈ generalization, ⌈ justification;
 ⌋ responsible-ility, ⌋ irresponsible-ility; ⌈ circumstance,
 ⌈ circumstances, ⌋ circumstantial.

Exercise 58

Read, copy, and transcribe

1. ⌈ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
 ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
2. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
 ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
 ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
3. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
 ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
4. ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
 ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
 ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋
 ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋ ⌋



Exercise 59

Write in Shorthand

1. Despite *the* accusations against *him and-the* strong chain of circumstantial evidence *which-was* forged by-*the* attorneys for-*the* prosecution, the prisoner's counsel felt little worry about proving *his* client's innocence.
2. Circumstances force us to organize a nation-wide movement *whose* purpose *it-will-be* to secure freedom for all political prisoners.
3. The final decision against *his* promotion *was-due* to-*his* irresponsibility, many-instances of-*which* had-been brought to-*their* attention on several different occasions.
4. Dear-Sir :

We-regret to inform-you that your application for admission to-the College of Physicians and Surgeons has-been denied. It-is a rule of-our organization, strictly enforced, that when-the slightest suspicion is cast upon an applicant, he-may not be permitted to pursue any studies at-this college. Your references were very-carefully looked into, and, much to-our surprise, we-received certain information that reflects upon your integrity in no uncertain manner. We-are-not at liberty to disclose this information nor its source.

Very-truly-yours, (93)

SUMMARY

1. A large final hook written inside of curves represents *shun*.

2. The *shun* hook attached to straight strokes is written *away* from an initial attachment, or from the last vowel if there is no initial attachment.

3. The *shun* hook is written on the right side of | | /








4. When following a circle *shun* is expressed by a small hook.

5. A third-place vowel between circle *s* and *shun* is indicated by writing the vowel-sign outside the hook. When left unvocalized a second-place vowel is to be read between the *s* and *shun*.

6. The large hook is sometimes used to represent *-uation* or *-uition*.








LESSON XII

43. Compound Consonants. A large initial hook adds *w* to *k* and *g*; thus,

 *calm*,  *qualm*;  *quire*,  *Maguire*;
 *request*,  *sequence*,  *linguist*.








These strokes are named *Kw* and *Gw* respectively.

(a) A small initial hook prefixes *w* to upward *l*; thus,

 *ell*,  *well*,  *unwell*,  *Stonewall*,
 *woolens*,  *wealth*,  *wilts*.













This stroke is named *Wl*. The *w* hook is *always* read first.

(b) A large initial hook adds the aspirate *h* to *w* and *wl*; thus,

 *weep*,  *whip*;  *wail*,  *whale*;
 *whispered*,  *wheels*,  *meanwhile*.




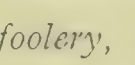
These strokes are named *Whay* and *Whl* respectively.

(c) Downward *l* or *r* is thickened for the addition of *r* preceded by any short vowel; *m* is thickened for the addition of *p* or *b*; thus,


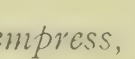

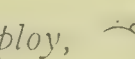

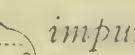

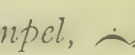
 *full*,  *fuller*;  *scale*,  *scaler*;
 *share*,  *sharer*;  *Cam*,  *camp*;
 *bamboo*,  *dampen*;  *hamper*,  *slumber*.

These strokes are named *Lcr*, *Rer* and *Emp* or *Emb* respectively.

(d) *Ler* and *Rer* are used only where a downward *l* or *r* may be used when following another consonant sound. These consonants are not used, however, if a distinct vowel intervenes, or if a vowel follows the final *r*; as,















































 *failure*,  *foolery*,  *dealer*,  *toiler*.

(e) In words like *em-press*, *em-ploy*, *em-brace*, *em-blem*, where *pr*, *pl*, *br* or *bl* immediately follows *m* without an intervening vowel, write the *pr*, *pl*, *br* or *bl*, and not the thickened *m*; thus,

 *empress*,  *employ*,  *embrace*,  *emblem*,
but  *impure*,  *impel*,  *embarrass*,  *embellish*.

Exercise 60

Read, copy, and transcribe

1.       
2.      
3.       
4.      
5.       
6.      
7.       

Exercise 61

Write in Shorthand

1. Cake, quake, quaker, queen, squire, square, squarer.
2. Squeal, squealer, quest, inquest, request, linguist.
3. Eel, weal, wealthy, well-known, welfare, unwell, wailed.
4. Wail, whale, whaling, whale-bone, weasel, whistle.

5. Nail, nailer, councillor, councillors, store, storer, storers.
 6. Damp, hemp, trombone, clam, clamber, embody, embezzle.
 7. Embargo, imposition, ambition, while, awhile, whine, whiff.

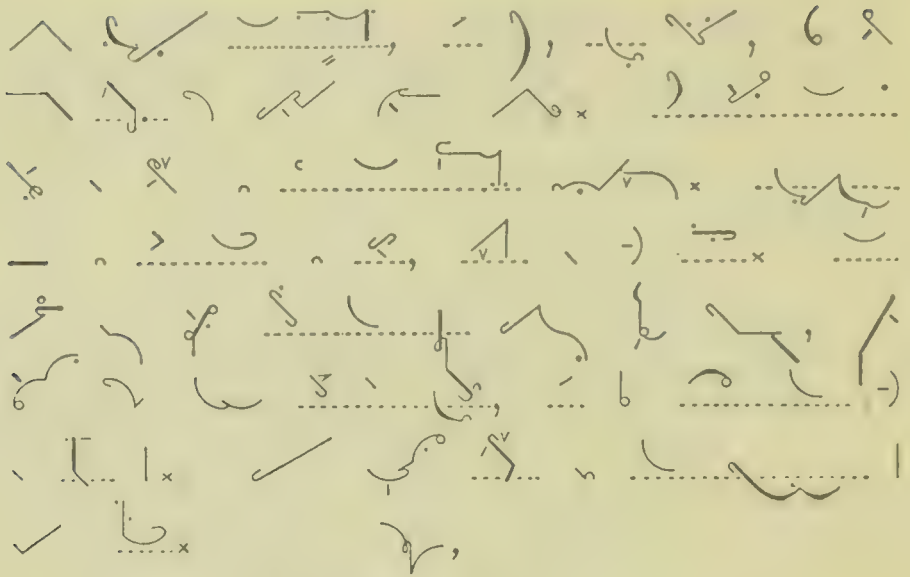
GRAMMALOGS AND CONTRACTIONS

important-ce, improve-d-ment, impossible,
 improves-ments, whether, practice-d,
 practicable, especial-ly, commercial-ly,
 financial-ly, questionable-ly.

Exercise 62

Read, copy, and transcribe

1. . o l j n y } o l / x
2. o t v e b n a n a
3. o c l f n m
4. o g h x



Exercise 63

Write in Shorthand

1. Many *improvements* intended to add *to-the* welfare of-the tenants *are to be* found *in-the* newer apartments now being built here.
2. Fully equipped *with all-the* necessary data, they began an intensive campaign against the imposition of high tariff rates *on* imported woollens. Their arguments were *very* embarrassing *to-the* opposition.
3. Our deliberations *on-the* ship subsidy bill *have-been* embodied *in-the* form of a set of resolutions. Copies *have-been* forwarded *to-our* representatives, and also *to-the* press for publication.
4. Dear Mr. Fowler :

*In-*accordance with your inquiry, *we-have* looked *into-the* financial standing of Mr. Thomas Wheeler, and-his general reputation in commercial circles. We-regret to inform-you that many important facts *have come to-light* which stamp him as a man of questionable practices *in-his* business dealings. While he acts strictly *within* his legal rights, he does-not








hesitate *to-employ* methods *that would-never* be resorted *to* by men *of unquestionable* integrity. He *has* few intimate acquaintances or close friends, *and-they* evince little or no willingness *to-impart any information* about *him which-may-be* in *their* possession. We doubt *whether it-would-be* advisable *for-you* to entrust *to-his* care the affair *you-mention*. Very-truly-yours, (126)


44. Omission of Medial Consonants. To obtain briefer, or more facile outlines, certain medial consonants are omitted, as follows—




(a) *P* between *m* and *t*, or between *m* and *sh*; thus,

 prompt,  stamped,  redemption,
 presumption.

(b) *T* between the circle *s* and another consonant; thus,

 postage,  postage stamp,  postpone,
 testimony,  mistake,  mistaken,
 domestic.

(c) *K* or *g* between *ng* and *t* or *sh*; thus,  adjunct,




 conjunction,  anxious,  sanction.




Exercise 64

Write in Shorthand

1. Prompt, stamped, encamped, attempted, tempt, temptation.
2. Presumption, redemption, assumption, gumption.
3. Punctual, punctuation, puncture, junction, adjunct, extinction.
4. Perfunctory, precinct, succinct, distinction, function.
5. Postmaster, postponed, tasteful, tasteless, trustworthy, adjustment.
6. Honestly, restless, wasteful, trustful, listless, manifestly, optimistic.

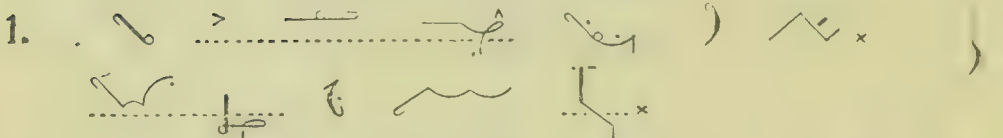
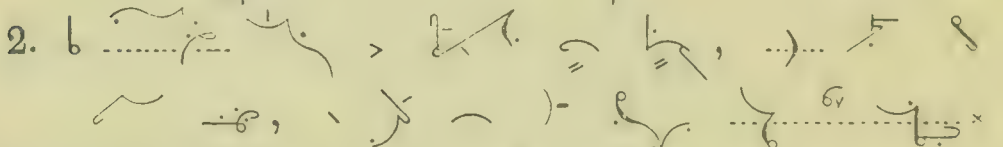
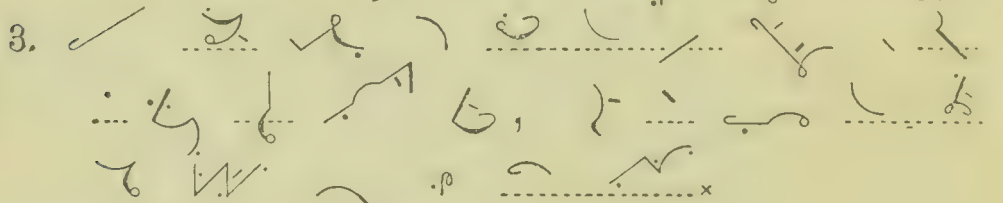
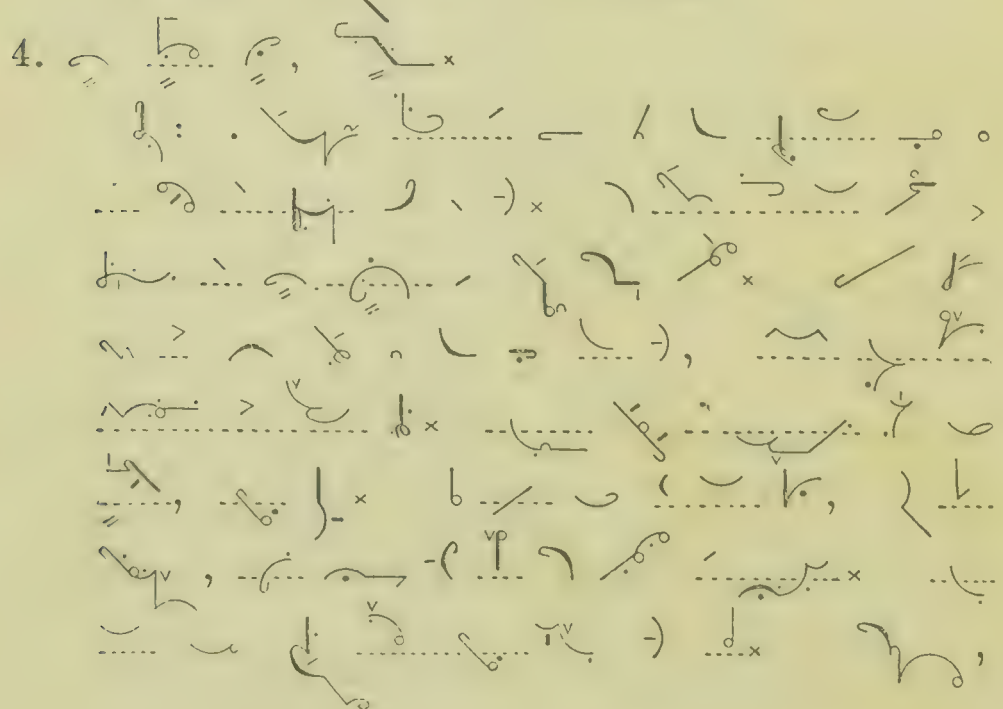
CONTRACTIONS

 uniform-ly-ity,
  unanimous-ly,
  executive,

 defective,
  republic,
  republican.

Exercise 65

Read, copy, and transcribe

1. 
2. 
3. 
4. 

Exercise 66

Write in Shorthand

1. *A defective wire was responsible for-the accident which resulted in so wasteful a loss of-property.*
2. *They honestly believe it-is a wasteful expense to incur, despite the opinions expressed by-the other executives.*
3. *It-would add to-your chances if-you-were to-reserve space in " Commercial Organization " next month.*
4. *We-are hampered by-the delay in-the delivery of-the sheets of-the " Life of Wellington " which-we require for-the new binding.*
5. *The Republican Party is aware of-the necessity for-the redemption of-their promises for tariff revision so freely offered before election.*
6. *Mr. John S. Hamilton :*
Dawson, Yukon.

Dear-Sir :

We-regret to-have to inform-you that-there-is-no justification for-the viewpoint you have-seen fit to adopt. You acted entirely on-your own responsibility in-the assumption that-we would sanction the prices you quoted without our authorization. It-is impossible for us to accept the loss involved. Was-it not distinctly impressed upon you that-we maintain a uniform scale of-prices for all of-our customers in every part of-the country? We-have firmly established ourselves on-that principle, and-we expect to-maintain our reputation as long as we remain in business. If any wrong impressions have-been left as a result of-your action, they-must be stamped out at-once.



















Very-truly-yours, (131)

SUMMARY








1. *W* may be added to *k*, *g*, and prefixed to upward *l* by an initial hook.
2. The enlargement of the initial hook of *w* and *wl* indicates the aspirate.
3. *R* is added to downward *l* and *r* by thickening these letters.
4. *P* or *b* is added to *m* by thickening that letter.
5. *P*, *k*, and *g* may be omitted when only slightly sounded, and *t* may be omitted when it occurs between circle *s* and another consonant.

LESSON XIII

45. The Halving Principle. The following rules have already been learned. Light strokes are halved to add *t*; heavy strokes are halved to add *d*; and any stroke may be halved to add either *t* or *d* when it occurs in a word of more than one syllable, when it is finally hooked, or when it has a joined final diphthong; thus,

 *rap*,  *rapt*;  *rob*,  *robbed*;
 *vote*,  *voted*;  *rapid*,  *rabbit*,  *rabbits*;
 *pain*,  *paint* or *pained*,  *paints*;  *rave*,  *raved*,
 *rift*,  *riffs*;  *doubt*,  *feud*.










(a) Strokes of unequal length must not be joined unless a sharp angle or an attachment intervenes. Full outlines therefore must be written in words like—

 *cooked*,  *judged*,  *minute*,  *effect*,
 *roared*,  *locate*,  *mopped*.

Occasionally the half-length is used, but it is disjoined to make it legible, as in—

 *aptness*,  *promptness*.

(b) Half-length *t* or *d* immediately following stroke *t* or *d* is always disjoined; thus,

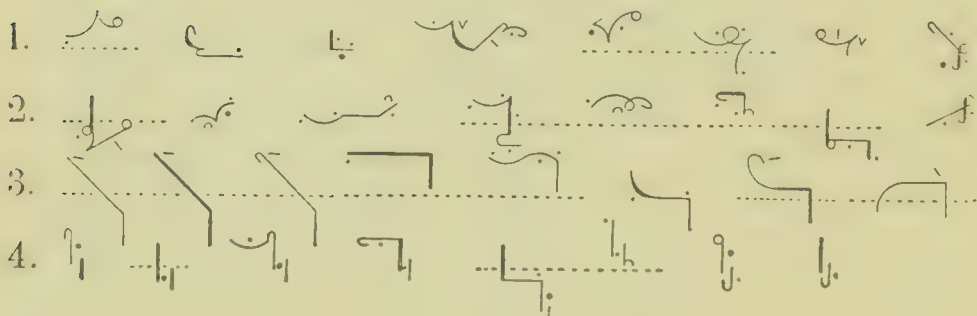
 *tree*,  *treat*,  *treated*;  *dray*,  *dread*,  *dreaded*;
 *dated*,  *tided*,  *illustrated*.

(c) There are only two positions for outlines consisting wholly of half-length forms, namely, *above* the line and *on* the line ; thus,

 *fight*,  *fate*,  *feet* ;  *light*,  *late*,  *lit*.

Exercise 67

Read, copy, and transcribe















Exercise 68

Write in Shorthand

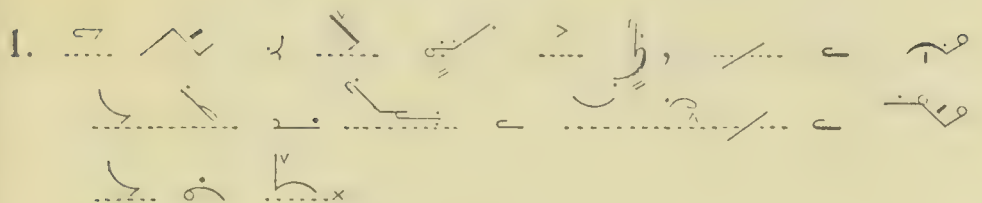
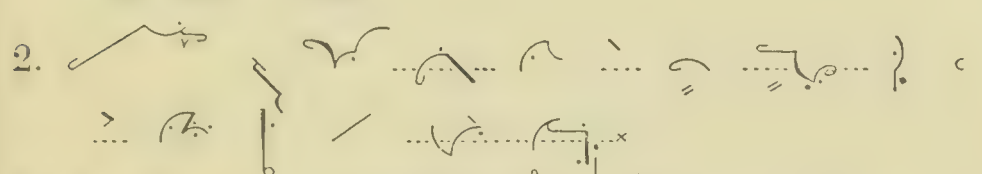
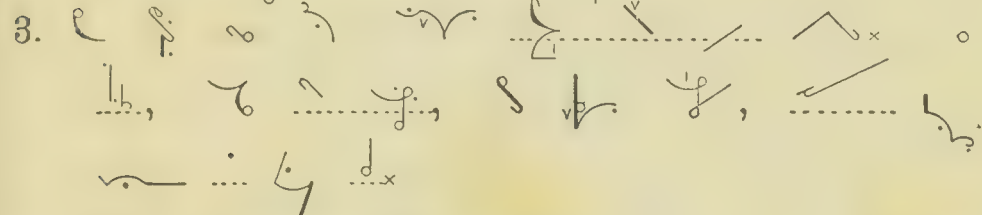

1. Spectacle, scrutinized, voluntary, multiplied, warned, weakened, elegant, sweetened.
2. Legitimate, honored, inclined, destroyed, sheltered, subsisted, behaved.
3. Vacate, terminate, minute, locked, reared, adhered, mobbed, lashed.
4. Doubted, strutted, agitated, discredited, amputated, mistreated, liquidated.

GRAMMALOGS

 *accord-ing* or *according to*,  *cared* ;  *guard*,  *great* ;
 *called*,  *equalled* or *cold* ;  *gold* ;  *cannot* ;
 *gentleman*,  *gentlemen* ;  *particular*,  *opportunity*.

Exercise 69

Read, copy, and transcribe

1. 
2. 
3. 
4. 

Exercise 70

Write in Shorthand

1. *According-to-the* rules *of-our* institution *we-are-not* at liberty to disclose *whether his* donation *was* voluntary or not.
2. *Our* business *has* multiplied enormously *during-the* past year, *and-we-now* find it necessary *to-guard* against too rapid *an* expansion.
3. *Mr. Quinn is-the* gentleman *who* suggested that *with our* present inadequate *financial* resources, *the* result *of-our* campaign *is* bound to be disastrous.
4. Messrs. Foote & Long,

Three Rivers, Quebec.

Gentlemen :

Kindly accept *our* thanks *for-your* check *in* payment *of-our* recent shipment *to-you*. If *we* could possibly *have* avoided it, *we* *would-not-have* called-upon *you* *for-such* prompt payment. A copy *of-our* newest illustrated catalog *has-been* sent *to-you* *to-day*. *There-is-not-the* slightest doubt *in-our* minds *that-it-will* please you. The preparation *of-this* booklet *has-been* a great expense to us, *but-we* anticipate excellent results *from it*. You-will-find that some *of-our* prices *have-been* altered, *in* particular those *for-the* lace embroideries. These price changes were necessitated *by-the* uncertain labor market *that* exists *in-our* industry.

Yours-very-truly, (122)

46. The Consonants M, N, L, R, and the Halving Principle. These four light strokes are not only halved for *t*, but are also halved and thickened to add *d*; thus,

mate, *made*; *neat*, *need*;
till, *tilled*; *heart*, *hard*.

(a) The signs \nearrow *ld* and \searrow *rd* are always written downward, and are used without any regard to the rules for writing downward *l* or *r*. When a vowel occurs between *l-d* or *r-d*, the halving principle is not applied. Distinguishing outlines are thus obtained for pairs of similarly constructed words; as—

\searrow *foiled*, \swarrow *followed*; \searrow *marred*, \swarrow *married*.

(b) The signs for *rt* and *lt* are generally written upward; thus, \swarrow *part*, \searrow *pelt*; but \nearrow *lt* is written downward after \smile *n* and \smile *ng*, as in \nearrow *inlet*, \nearrow ; and it is written downward after \swarrow *w* if no vowel follows *l*; thus,

\swarrow *dwelt*, \swarrow *twilight*.

(c) The light sign \swarrow may be used for *rd* when it is not convenient to write \searrow ; thus,

\swarrow *lured*, \swarrow *subordinate*.

(d) The signs \smile \smile \nearrow and \searrow must not be used if a vowel follows final *d*; thus,

\nearrow *mould* but \swarrow *mouldy*; \swarrow *tarred*, but \swarrow *tardy*;
 \nearrow *mud* but \swarrow *muddy*; \smile *need* but \swarrow *needy*.

47. The Consonant MP and NG and the Halving Principle. The strokes \smile and \smile are halved only when they are hooked, either initially or finally; thus,

\swarrow *hamper*, \swarrow *hampered*, \swarrow *scampered*; \swarrow *impugn*,
 \swarrow *impugned*; \swarrow *canker*, \swarrow *cankered*.

48. The Halving Principle in Phrasing. The halving principle is employed in phrasing to represent the words *it*, *not*, *word*, *would*; thus,

\swarrow *if it*, \swarrow *if it is*, \swarrow *in which it is*; \swarrow *I am not*,
 \swarrow *you are not*, \swarrow *you will not*, \swarrow *you were not*;
 \swarrow *in these words*, \swarrow *this would be*.

Exercise 71*Read, copy, and transcribe*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Exercise 72*Write in Shorthand*

1. Seemed, summed, resumed, unharmed, modify, streamed.
2. Reasoned, listened, thousand, resigned, kindle, syndicate.
3. Failed, scaled, kneeled, rolled, world, ordinary, yield.
4. Tired, dared, assured, afford, hard, steered, standard.
5. Veiled, valid, unveiled, invalid, bowled, bullied.
6. Bored, buried, bard, borrowed, stored, storied.
7. Slurred, lured, referred, preferred, ventured, wintered.
8. Campaigned, lingered, tinkered, limbered, whimpered, impend.
9. Write, writes, route, routes, stampede, imbued, longed.

GRAMMALOGS AND CONTRACTIONS

8 build-ing; 1 told; 1 tried, 1 trade or toward,
 2 towards; 2 third; 2 short; 2 spirit; 2 hand,
 2 under; 2 yard, 2 word; 2 school, 2 schooled;
 2 immediate; 2 expenditure.

PHRASES

8 able to; 1 had not or do not, 1 did not.

Exercise 73

Read, copy, and transcribe

1. . 2) 6v 11, 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
2. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
3. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
4. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



Exercise 74

Write in Shorthand

1. *We are told that a syndicate has been formed, and have been warned also that, in a short space of time, exports to all parts of the world in our trade will have to pass through its hands.*
2. *Bankers have ventured the opinion that, under the present arrangement of deferred payments on the huge loan made by the United States to foreign countries, business, in general, will show a revived spirit.*
3. *This is the third time we have listened to the sound arguments presented by our subordinates who have tried very hard to impress upon us the absolute need of insurance protection for the ordinary laborer as well as for the skilled workers in our factory.*
4. *Messrs. Trent & Holland.*

Gentlemen :

Please inform us immediately when we may expect the lighting fixtures we ordered from you on October 7 last for the new apartment houses we are now building. According to our understanding at that time

you-were to-deliver them towards-the end of-that month, but-you failed to-do so. It-is distinctly understood, of-course, that-the delay was-not intentional on-your part, but-we-have received no word from-you and do-not-know your present plans. We-cannot afford-the heavy losses involved, and each day's delay adds enormously to-our expenses. Do-not hesitate to inform us if-you-are-not able-to-make immediate delivery, or by-the end of-this week, at-the very latest. We-feel assured that-you-will-not misunderstand our attitude under-the circumstances that now prevail.

Very-truly-yours, (147)

SUMMARY

1. Light strokes are halved for the addition of *t* and heavy strokes for the addition of *d*.

2. A stroke may be halved for either *t* or *d*, (a) if it has a final hook or a finally joined diphthong ; (b) if it occurs in a word of more than one syllable.

3. Half-length *t* or *d* must be disjoined when immediately following a stroke *t* or *d*.













4. The curves \frown \smile \lrcorner \rceil may be halved and thickened for the addition of *d* ; but the half-lengths \lrcorner \rceil may not be used if a vowel separates *l-d* or *r-d*.

5. It is not permissible to halve \frown and \smile unless they are hooked.

6. The words *it*, *not*, *word* and *would* may be indicated by the halving principle in phrasing.

LESSON XIV

49. The Doubling Principle. Consonants are doubled in length to indicate the addition of *tr*, *dr*, or *TH r*; thus,

 laughter,  another,  mother,  lender,
 impounder,  scatter,  rector,  rector's,
 tutor,  powder,  rafter,  wonder.

(a) A final *s* circle is read *after* the termination *tr*, *dr*, or *TH r*, and a final *n* or *f-v* hook is read *before* the termination *tr*, *dr*, or *TH r*; thus,

 voters,  render,  renders,  rafters.




(b) Double-length downstrokes are written in one position only, through the line. Double-length horizontal and upstrokes are written in the usual manner.

Exercise 75

Write in Shorthand

1. Fetter, elevator, swifter, voters, Easter, sister, shatters, smoother.
2. Motors, mother, centre, central, centralization, lighter, halter, builder.
3. Order, disorder, importer, charter, swelter, hoarder, warder, insulator.
4. Fender, vendor, thunder, inventors, remainder, cylinder, calendars.
5. Stockholder, freighter, diameter, leaseholder, householder, narrator, martyr.

50. The doubling principle must be applied to a straight stroke only when it follows a circle or stroke consonant,



or has an attached diphthong or a final hook. Therefore, in words like  *potter*,  *reader*,  *weather*, the syllable *tr*, *dr*, or *TH r* must be written with the hooked forms, and not indicated by the doubling principle.



Exercise 76



Write in Shorthand





1. Sceptre, sputter, sputters, sector, sectors, skater, skaters.
2. Ponder, spender, spenders, tender, tenders, plunder, plunders.
3. Binder, candor, render, surrender, wonder, rafter, wafter, hinder.
4. Drifter, grafter, squander, powder, doubter, prouder, pewter.
5. Chapter, imitator, protector, educators, duplicator, captors, indicator.

51. The character *mp* is doubled in length for the addition of *-er*; thus,

 *temper*,  *chamber*.


The double-length  is used in all cases *except* where *mpr-mbr* immediately follows an upstroke or the horizontal  *k*; thus,




 *amber*,  *sombre*,  *vamper*,  *thumper*;


but  *slumber*,  *hamper*,  *cumber*,  *scamper*.





(a) The character *ng* is doubled in length for the addition of *-kr* or *-gr*; thus,

 *inker*,  *longer*.

The double-length  is used initially, and when following a circle or an upstroke ; thus,








 anchorage,  sinker,  hunger.

In all other cases the hooked form  is written ; thus,











 banker,  thinker,  finger,  conquer.

(b) The doubling principle is employed for the addition of *-ture* in a few common words like



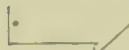


 picture,  feature,  signature.

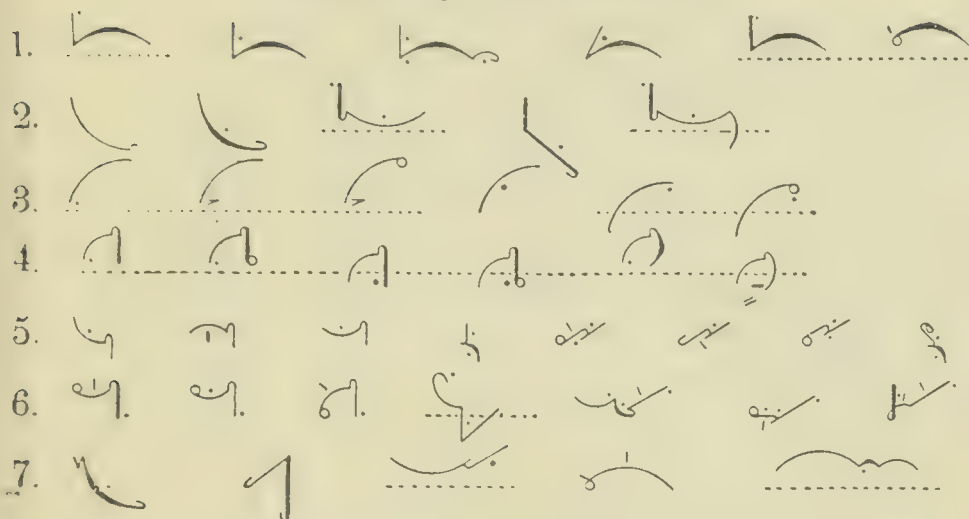
(c) When standing alone, the double-length *l* adds only the light sound *tr*, as in the words  alter,  letters. Words like  louder and  leather are written as here shown. In words like  entry,  powdery,  feathery, where a vowel follows final *tr*, *dr*, or *TH r*, the doubling principle is not employed.

52. Past Tenses. The halving principle is employed in past tenses ; thus,

 matter,  mattered ;  ponder,  pondered ;
 render,  rendered ;  temper,  tempered ;
 linger,  lingered.

53. The Doubling Principle in Phrasing. This principle is used in phrases to add the words *there*, *their*, *other* and *dear* ; thus,

 I am sure there is,  in their own way,
 take their way,  for some other,
 my dear sir.

Exercise 77*Read, copy, and transcribe*

Exercise 80 •

Write in Shorthand

1. New rates, sanctioned by-the Inter-Provincial Commerce Commission, for telephone messages, telegrams and telegraphic letters, were announced by-the Bell Telephone Corporation, to-take effect immediately.
2. Although-the reporter's attitude was very respectful, Mr. Felter, the prosecutor in-the famous murder trial, displayed evidences of ill-temper throughout-the interview.
3. After-he had discharged all-his obligations to-the numerous creditors of-the firm, Mr. Anderson, in a special letter, announced that a new organization would-be effected immediately.
4. Dear Mr. Chamberlain :

Every car owner should-be interested in-the latest models of-the Porter six cylinder motor-car. Our engineers and designers have turned out a product that-is-the sensation of-the motor world. Shareholders as well as directors of-the corporation have expressed the opinion that-these wonderful models will revolutionize the automobile industry. On all-our models, the fenders and motor bonnet have-been enameled by a new process that guarantees long wear, and gives-the car a beautiful finish and appearance. The engine responds to-the slightest touch of-the accelerator. Orders have-been received far beyond our present capacity, and-the future of-the " Porter Six " is fully assured. Come in and see it for yourself.

Very-truly-yours, (126)

SUMMARY

1. The sound of *tr*, *dr*, or *TH r* is indicated by doubling a straight stroke which has an initial circle, a final hook or diphthong, or which follows another stroke.

2. Generally, curves may be doubled for the addition of *tr*, *dr*, or *TH r*; but (a) the curve \frown *mp* is doubled for the addition of *-cr* only; and (b) the curve \smile *ng* is doubled for the addition of *-kr* or *-gr*.

3. The syllable *-ture* is indicated by doubling in a few common words.











4. Double-length *l*, standing alone, adds the light sound *tr* only.

5. The doubling principle is not employed when a vowel follows final *tr*, *dr*, or *TH r*.

6. In phrasing the words *there*, *their*, *other*, and *dear* are indicated by the doubling principle.

LESSON XV




54. **Prefixes.** The prefix or syllable *con-*, *com-*, or *cum-*, is indicated by a light dot written first at the *beginning* of an outline, or by writing two consonants close to each other ; thus,

 *commence*,  *recommence*,  *connected*,
 *disconnected*,  *comply*,  *you will comply*,
 *content*,  *I am content*,  *recognize*,  *recognition*.



The last two illustrations show how *cog-* is represented in the middle of a word.

(a) In words beginning with the dot *com-* or *con-* the position of the outline is governed by the first vowel after the prefix ; thus,

 *conspire*,  *confuse*.

(b) *Accom-* is expressed by a joined or disjoined *k* ; thus,
 *accommodation*,  *accommodate*,  *accomplish*.

(c) *Intro-* is expressed by double-length *n*, the sign being joined where convenient ; thus,

 *introduce*,  *introduces*.

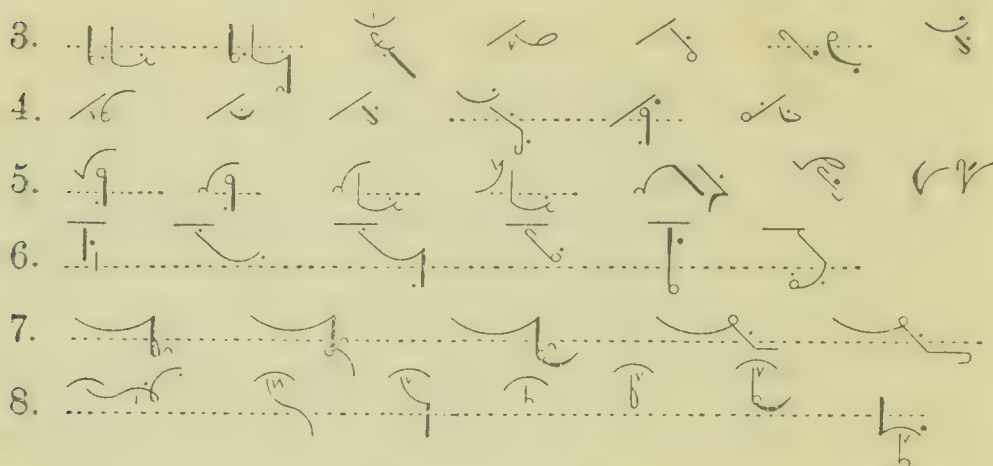
(d) *Magna-*, *magui-*, or *magne-* is expressed by a disjoined *m* ; thus,

 *magnanimous*,  *magnify*,  *magnetize*.

Exercise 81

Read, copy, and transcribe

-         
-         







Exercise 82




Write in Shorthand

1. Control, controlling, comprise, comprised, compound, complicate, compassion, compel, compelled.
2. Complain, complained, consisted, consists, compensate, consoled, compulsory, concur.
3. Disconnect, disconnected, incomplete, circumnavigation, circumspect, recognition.
4. Inconstant, uncontrolled, incompleted, *over*-confident, recommendation, misconception.
5. *And-the*-contents, *if-the*-committee, *their*-conduct, *I-must-consider*, *we-have-their-complaint*.
6. Accomplished, accomplishment, accomplisher, accompanies, accomplices.
7. Introspected, introspective, introvert, introductive, introductory.
8. Magnificent, magnificence, magnificently, magnetizer, magnifying, demagnetized.

(c) *Self-* is indicated by a disjoined small circle, and *self-con-* is indicated by writing the circle s in the place of the "con" dot; thus,


 *self-defence*,
  *self-love*,
  *self-control*,
 *self-conscious*.

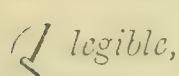
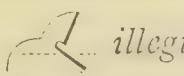

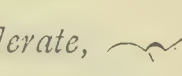
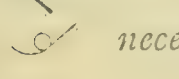
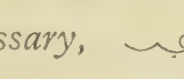
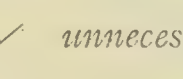
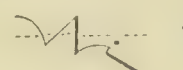
(f) *In-*, when preceding the circled letters \uparrow \circ \circ , is expressed by a small hook written in the direction of the circle which it precedes; thus,

 *instructed*,  *inscriber*,  *inhabit*.

(g) *Trans-* may be contracted in many words by omitting the *n*; thus,

 *transfer*,  *translator*,  *transmission*.

55. **Negative Words.** When the prefix *in-* signifies *not*, it is always expressed by the stroke *n*, as in  *inhuman*. Other negative words are distinguished from the positive by repeating the first consonant; thus,






































 *legible*,  *illegible*;  *moderate*,  *immoderate*;
 *necessary*,  *unnecessary*,  *redeemable*,
 *irredeemable*.

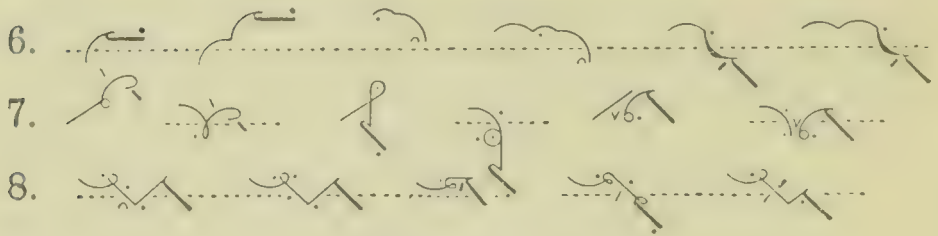
Where the outline for the negative word differs from that written for the positive, repetition of the first consonant is unnecessary; thus,

 *resolute*,  *irresolute*;  *limited*,  *illimited*.

Exercise 83

Read, copy, and transcribe

1.        
2.      
3.        
4.        
5.        



Exercise 84

Write in Shorthand

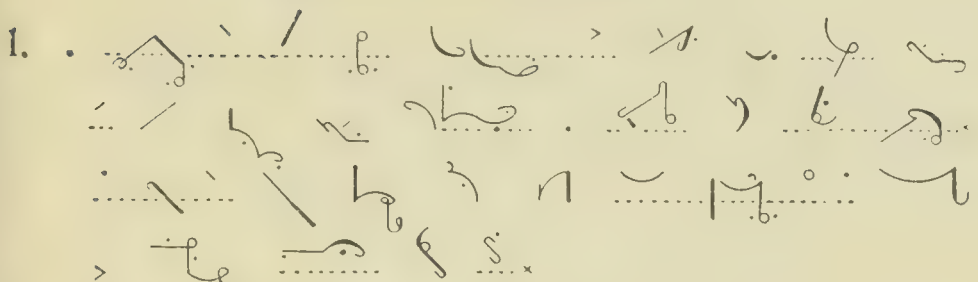
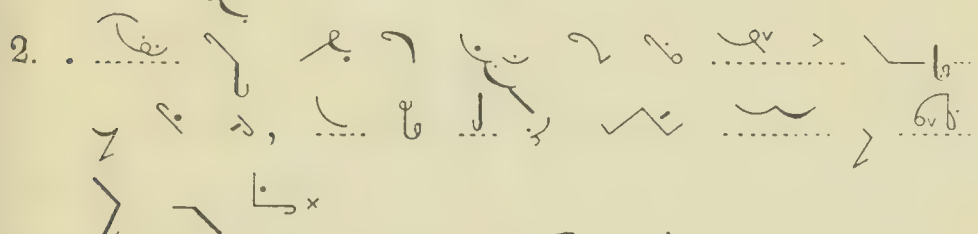
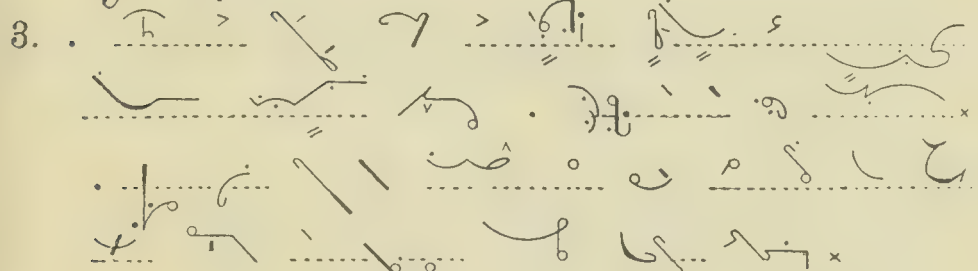
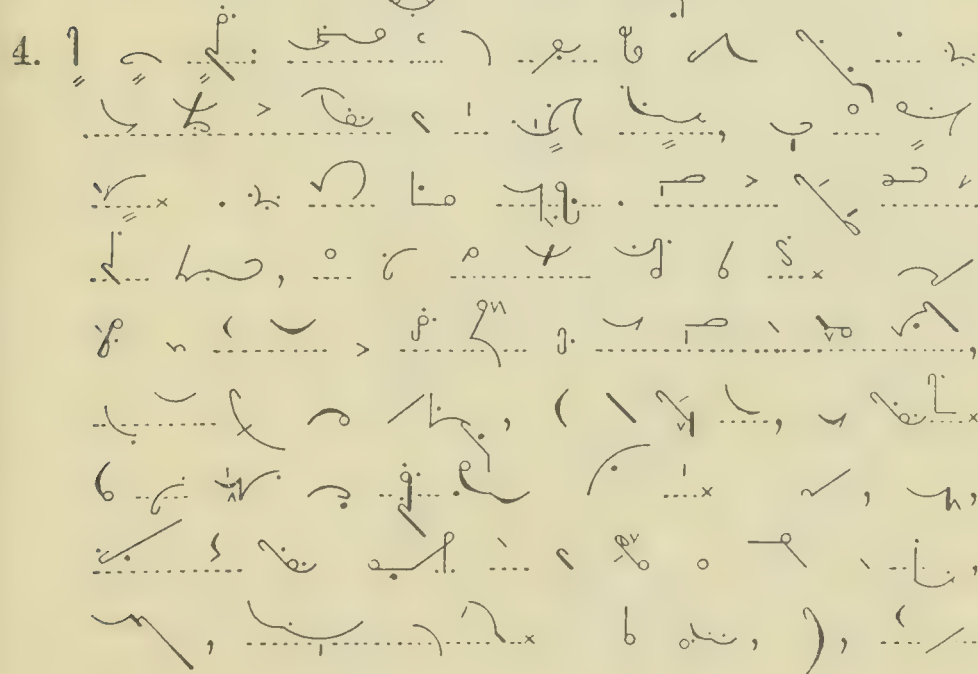
1. Self-same, self-adjusting, self-satisfied, self-praise, self-protection, self-sacrifice, self-support.
2. Self-condemned, self-complacent, self-conceit, self-congratulation, self-content, self-convicted.
3. Instructress, instruments, instructs, inscriber, inscroll, inscriptive.
4. Inhaler, inheritable, inhibit, inhibition, inhabitation, inhabited.
5. Transplant, transport, transported, transpose, transposition, transmute, transmutation.
6. Legitimate, illegitimate, mortal, immortal, induced, uninduced, rational, irrational, nerved, unnerved, measurable, immeasurable.
7. Limitable, illimitable, relative, irrelative, relevant, irrelevant.
8. Inhuman, inhumanity, inhospitable, inhumanly.

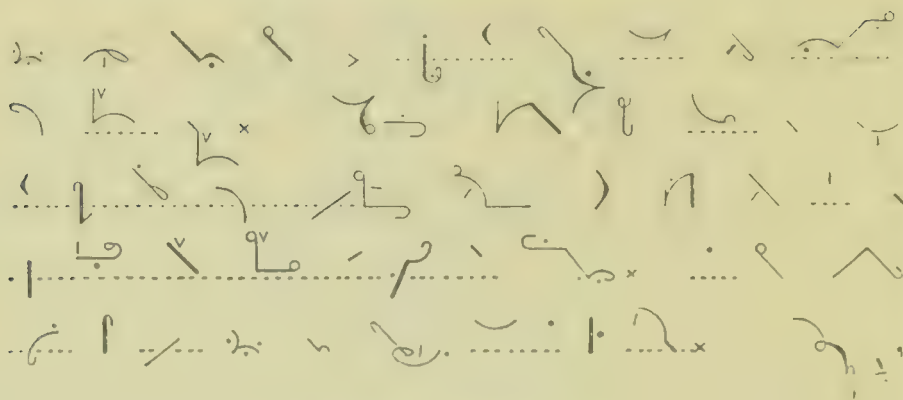
GRAMMALOGS AND CONTRACTIONS

peculiar-ity, probable-ly-ility, instructive,
 instruction, inconsiderate, enlarge, enlarged,
 enlargement, selfish-ness, inscribe-d, inscription,
 production, reproduction, objection,
 introduction, demonstrate, demonstration.

Exercise 85

Read, copy, and transcribe

1. 
2. 
3. 
4. 



Exercise 86

Write in Shorthand

1. Among-the charges preferred against the inspector were-the following : that-he-was exceedingly selfish and-inconsiderate and-that-he lacked-the self-possession and self-control so essential to-the proper conduct of-the office he held.
2. If-you-will grant us an interview, we-shall-be-pleased to demonstrate to-your complete satisfaction that our machines will-do all-that-is claimed for-them.
3. Photographic reproductions of-the inscriptions were transmitted to scientists all-over-the world, but only after considerable effort were they satisfactorily deciphered.
4. Mr. Joseph Manning.






Dear-Sir :

Under-the peculiar-circumstances you-mention in-your communication of-the 15th instant, we-are-not at-all surprised at-the attitude you have assumed. We-do-not wish to enlarge upon this, but-we-do take exception to condemnation without reasonable consideration of the explanation we offer. In-all-probability the unsatisfactory service rendered by-the machine is due to-some slight fault easily remedied. There-is-


no *justification for-your* consistent refusal *to-permit* us *to-make a* thorough examination *to* determine *the* exact cause *of-the-trouble*. As *a* matter *of* self-protection, if-*the* fault lies *in-the* construction *of-the* machine, *we-*want *to* know *it*. *We-are* confident *of* adjusting-*the* matter *to-your* complete *satisfaction* if-*you-will* permit us *to do-so*.





Very-truly-yours, (137)

SUMMARY





1. The prefix *con-*, *com-* or *cum-*, is indicated by a light dot or by writing two consonants close to each other.
2. The medial sound of *cog-* is represented by disjoining the stroke which follows the syllable.
3. (a) A joined or disjoined — represents *accom-*.
 (b) A joined or disjoined  represents *intro-*.
 (c) A disjoined  represents *magna-e-i-*.
 (d) A disjoined circle represents *self-*. Written in the place of the *con* dot, it represents *self-con-*.
4. A small hook written with the right motion represents *in-* before the circle letters   
5. The letter *n* may generally be omitted in the prefix *trans-*.
6. Where necessary a negative word may be distinguished from a positive by repeating the first consonant.
7. When *in-* means *not*, it is always represented by the *n* stroke.

LESSON XVI

56. **Suffixes and Word-endings.** Where the stroke  cannot be conveniently employed, the suffix *-ing* is expressed by a light dot, and the plural *-ings* by a light dash ; thus,

 plotting,  plottings ;  winning,  winnings.

(a) *-lity* or *-rity*, preceded by any vowel, is expressed by disjoining the preceding stroke ; thus,



 durability,  finality,  regularity,  majority.

Exercise 87

Write in Shorthand

1. Dealing, mutilating, convincing, entertaining, warming, trusting, warning.
2. Playing, irritating, hearing, securing, plotting, frustrating, illustrating.
3. Crediting, ordering, lending, completing, deserving, turning.
4. Cautioning, condensing, posting, mustering, glancing, requesting, renting.
5. Clippings, scrapings, borings, winnings, mornings, sweepings.
6. Acceptability, adaptability, popularity, fatality, futility, vitality.
7. Frivolity, generality, hostility, liberality, illegality, mortality, plurality.

(b) *-logical-ly* is indicated by a disjoined / j, as in the words

 mythological,  biological.

(c) *-ment* is contracted to *nt* when the sign *~* cannot be easily joined, and *-mental-ly-ity* is expressed by a disjoined *~*; thus,

resentment, *imprisonment*,

refinement, *instrumental* *documental*.

(d) *-ship* is expressed by a joined or disjoined *sh*, and *-fulness* and *-lessness* or *-lousness* are respectively expressed by a disjoined *l* and *l*; thus,

hardship, *citizenship*, *carefulness*,

carelessness, *sedulousness*.

(e) *-ward* or *-wart*, and *-yard* are expressed by a half-sized *w* and *y* respectively; thus,

backward, *stalwart*, *brickyard*.

(f) *-ly* is represented by the stroke *l* (disjoined where necessary) and in some cases by the hooked form; thus,

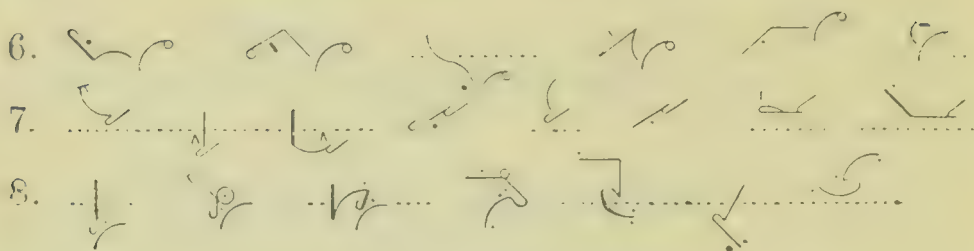
deeply, *smoothly*, *loosely*, *easily*,

instantly, *friendly*.

Exercise 88

Read, copy, and transcribe

1. *sh* *sh* *sh* *sh* *sh*
2. *l* *l* *l* *l* *l* *l*
3. *l* *l* *l* *l* *l* *l* *l* *l*
4. *l* *l* *l* *l* *l* *l*
5. *l* *l* *l* *l* *l* *l*



Exercise 89

Write in Shorthand

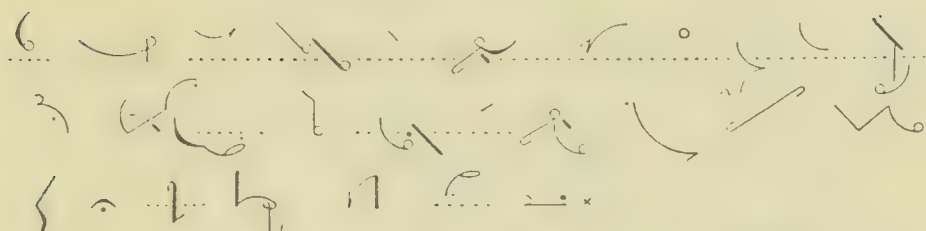
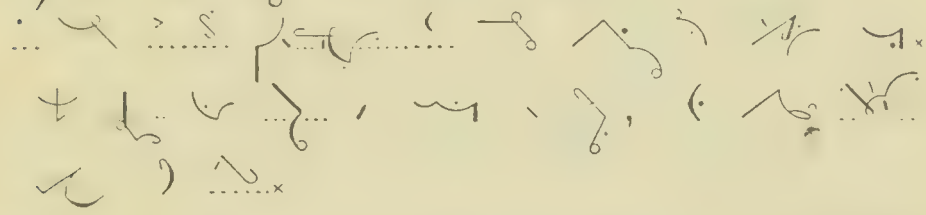
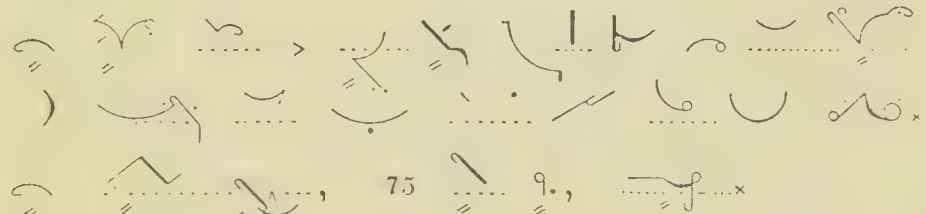

1. Astrological, ethnological, philological, mineralogical.
2. Imprisonment, commencement, enlistment, accompaniment, preferment, effacement.
3. Supplement, supplemental, experiment, experimental, department, departmental, sacrament, sacramental, fundamental.
4. Directorship, courtship, midship, trusteeship, wardship, editorship.
5. Lawfulness, rightfulness, spitefulness, trustfulness, usefulness.
6. Sleeplessness, tastelessness, friendlessness, lawlessness, zealousness, scrupulousness.
7. Upward, Edward, awkward, inward, rearward, skyward, schoolyard, shipyard.
8. Prudently, stringently, evenly, faintly, rightfully, possibly, physically.

CONTRACTIONS

& nevertheless, † notwithstanding, ∨ perform-ed,
 ∞ performs-ance, ∪ efficient-ly-cy, ∪ sufficient-ly-cy,
 † deficient-ly-cy, ∪ proficient-ly-cy, ∪ inspect-ed-ion,
 — expensive, † distinguish-ed, ∪ relinquish-ed,
 ∞ appointment, ∪ emergency.

Exercise 90

Read, copy, and transcribe

1. 
2. 
3. 
4. 

Exercise 91

Write in Shorthand

1. *The Tax Department has several vacancies for men who-are proficient in accounting and auditing. They-must also-be sufficiently well-versed in-the Income Tax Law to-recognize attempted evasions because of technicalities.*
2. *It-was suggested that a minority report be submitted opposing-the recommendations agreed upon by-the majority of-the members of-the finance committee.*
3. *Notwithstanding-the speaker's popularity it required considerable resourcefulness on-his part to convince his hearers of-the feasibility and practicability of establishing a motion picture censorship.*
4. *Dear Mr. Winters :*

The Standard Construction Company of Winnipeg, Manitoba, has consulted us as-to-the advisability of instituting suit against you for-the recovery of certain documents, now in-your possession, which-are-the property of-our-clients. We-have-been informed that-you have refused to-relinquish them, notwithstanding-the repeated requests made by our-clients. We strongly urge-the settling of all disputes out-of court, so-as-to avoid expensive litigation, and-we-do-not entertain-the slightest doubt as-to-the possibility of-such a settlement in-the-present-instance. It-seems self-evident to us that-the application of a little common-sense on both sides ought to-set matters right in a very-short time. Will-you kindly let us know when-we-may interview you regarding-the-matter ?



Very-truly-yours, (139)








SUMMARY


1. A light dot is employed for \smile and a light dash for \frown where the stroke form cannot be written easily.
2. (a) *-lity* or *-rity*, preceded by any vowel, is expressed by a disjoined stroke.
(b) *-logical-ly* is expressed by a disjoined /
(c) *-ment* is expressed by a joined \smile
(d) *-mental-ly-ity* is expressed by a disjoined \smile
(e) *-ship* is expressed by a joined or disjoined \smile
(f) *-fulness* and *-lessness* or *-lousness* are expressed by a disjoined \smile and \frown respectively.
(g) *-ward* or *-wart* and *-yard* are expressed by half-length *w* and *y* respectively.
3. The suffix *-ly* is disjoined in some words and in others the termination is expressed by a hooked form.

LESSON XVII

57. **Consecutive Vowels.** Two consecutive and separately pronounced vowels are expressed by a small angular sign called a *diphone*, as follows—



The sign  represents a dot vowel followed by any other vowel, and the sign  represents a dash vowel followed by any other vowel. The first vowel sound in the combination determines the place of the sign ; thus,

 *Sahib*,  *gaiety*,  *theatre*,  *drawing*,
 *slower*,  *brewery*,  *cruelly*.

(a) The angular sign  is also used to represent the consecutive vowels in the small class of words like


















 *Spaniard*,  *question*,  *million*.

(b) In proper names, where the distinction is necessary, separate vowel signs are employed ; thus,

 *Leah*,  *Leo*.

Exercise 92










Read, copy, and transcribe

-       
-       
-        
-        
-        
-        
-        

Exercise 93

Write in Shorthand

1. Clay, clayey, saying, crayon, sprayer, obeyer, aeroplane, aeronaut.
2. Ideal, gaudier, gaudiest, associate, association, experience, experiences, experienced.
3. Reconciliation, audience, champion, myriad, acquiesce, appropriate, appropriation, creation.
4. Co-operate, co-operation, co-operative, poet, heroic, coercion, co-ordinate, co-ordination.
5. Affluent, bluish, ruinously, wrongdoer, undoing, jewelry, cruelty.
6. Exhaust, exhaustion, digestion, medallion, companion.







58. Medial Use of Semicircle. The use of the right semicircle  as an abbreviation for *w* initially with the strokes     and  is explained in Lesson 6, paragraph 23. The strokes   and  should be included with them.

The semicircle is used *medially* also as follows—

(a) A *left* semicircle represents the combination of *w* and a *dot* vowel, long or short.




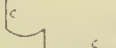
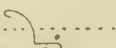
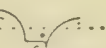
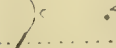

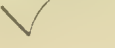


(b) A *right* semicircle represents the combination of *w* and a *dash* vowel, long or short.

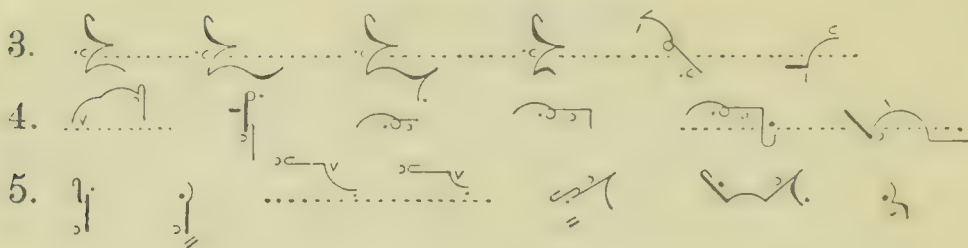
These semicircles are written in the *place* indicated by the vowel following the *w*; thus,

 *mademoiselle*,  *assuage*,  *Oswego*,  *seaward*,
 *misquote*,  *lamb's-wool*.

Exercise 94

Read, copy, and transcribe

1.      
2.     



Exercise 95

Write in Shorthand

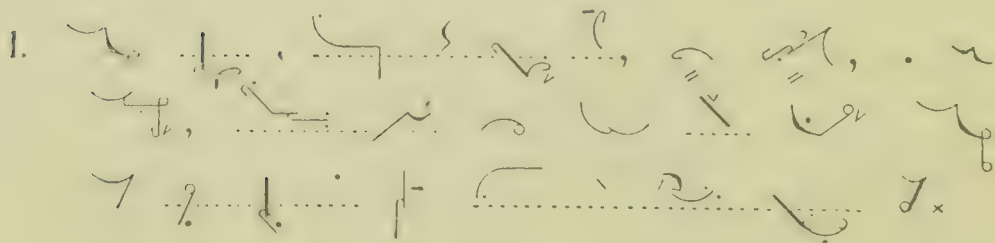
1. Subsequent, subsequently, Harwell, twelfth, reservoir.
2. Sandwich, twaddle, frequenter, frequenting, unfrequented.
3. Quality, qualification, breakwater, woodwork, stonework.
4. Windward, guesswork, groundwork, *overwork*, *overworked*.

CONTRACTIONS

proportion-ed, *proportionate-ly*; *description*;
capable; *electric*, *electrical*, *electricity*;
magnetic-ism; *individual-ly*; *whatever*, *whenever*,
intelligent-ly, *intelligence*, *intelligible-ly*;
investigation, *investment*, *Parliamentary*.

Exercise 96

Read, copy, and transcribe



Exercise 97

Write in Shorthand

1. Aerial photography, formerly considered *a novelty, is-now* playing *a most-important* part *in-the* affairs *of-the* world.
2. *Although* Mr. Eastwood *was an* experienced *public* speaker, *he-was* frequently interrupted *on-this* occasion by *several in-the* audience *to-whom* his remarks were *unintelligible*.
3. *The findings of-the* geological survey were discussed by-*the Parliamentary* Committee *which* reported *unanimously in-favor of an* appropriation of funds *to be* used *for further* surveys *in-the* coal fields.
4. Messrs. Wagstaff & Wimple.

Gentlemen :

Frequent reference *to-the* volume you sent me last week *has* convinced *me that-you* have *performed* your task *most efficiently*. *It-will* add *to-your* established reputation. *The* author *has a peculiar* gift of *description* that arrests *and-grips* the reader's attention, *and-I-have-no-doubt it-will* appeal *to-the* general public. *His intelligent* treatment *of-the* subject matter is bound *to-prove* highly *instructive* as well as *interesting*. Permit *me to* congratulate *all* concerned upon-*the* splendid work you *have* put forth.

Very-truly-yours, (95)

SUMMARY

1. The angular signs *ν* *ι* are employed to represent a vowel followed by another vowel.
2. A semicircle is employed medially to represent *w* and a vowel.

LESSON XVIII

59. **Figures.** Figures *one* to *seven* and the figure *nine* are best represented by shorthand outlines. Other numbers, except round numbers, are expressed by the Arabic numerals. Round numbers are expressed as follows—

— for *hundred* or *hundredth* ; thus, 4, 400.

(or 6 for *thousand* ; thus, 5(, 5,000 ; 5, 500,000.

— for *million* ; thus, 4, 4,000,000.




\ for *billion* ; thus, 2\, *two billions*.

| for *dollars* ; thus, 15|, \$15 ; 250|, \$250,000.




Dollars and *cents* may be written thus, 7¹⁶, \$7.16.

60. **Intersections.** The practice of intersecting one stroke through another is a most useful aid in the development of speed. The method is applied to the representation of titles of companies or persons and to commonly occurring phrases. Where intersection is not practicable, write one stroke close to another. The following partial list shows how the device may be applied to any special needs of the writer.

P represents *party*—

 political party
 Conservative party
 party question

Pr represents *Professor*—

 Professor Jackson
 Professor Robertson
 Professor of Chemistry

B represents *bank*—

 bank rate


 city bank

 central bank

T represents *attention*—


 early attention


 necessary attention

 my attention has been
called


D represents *department*—

 science department


 home department

 wireless department

 electrical department

 foreign department

 school department

 department of eco-
nomics

J represents *Journal*—

 Bankers' Journal


 Engineering Journal

 Journal of Commerce

K represents *company* and
other words—

 rubber company

 Steel & Iron Company

 Cab Co.

 Town Council

 capital punishment

 share capital

 Captain Thomson

 ship's captain

Kr represents *Colonel* and
Corporation—

 Colonel Alexander

 Colonel Johnson

 public corporation

G represents *Government*—


 Government official


 French Government

 British Government




F represents *form*—

 necessary form





 as a matter of form

 form of the report




V represents *valuation*—

-  low valuation
 high valuation
 valuation of the factory






Th represents *authority* or *month*—

-  local authority
 sanitary authority
 for a month
 six months ago




S represents *society*—

-  dramatic society
 Electrical Society
 society of musicians




M represents *mark* or *Major*—

-  auditor's mark
 water mark
 high-water mark
 Major Locker
 Major Johnson









N represents *national*—

-  national defence
 national affairs
 national dividends

R (down) represents *arrange-d-ment*—


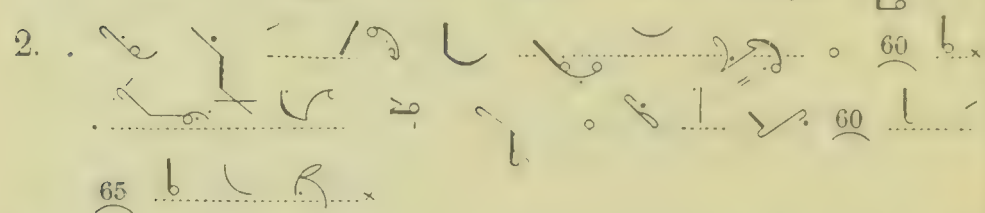
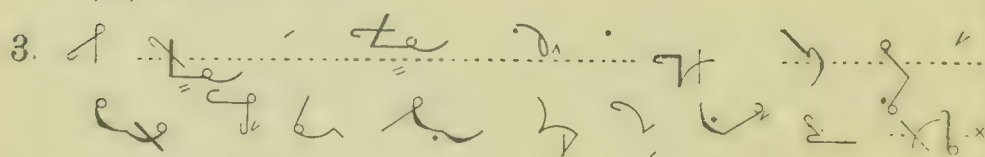
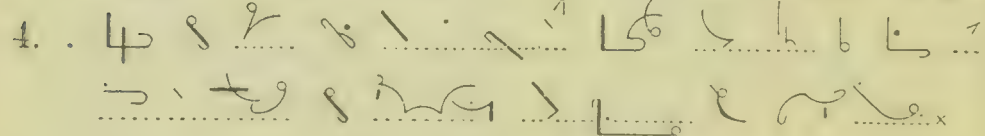
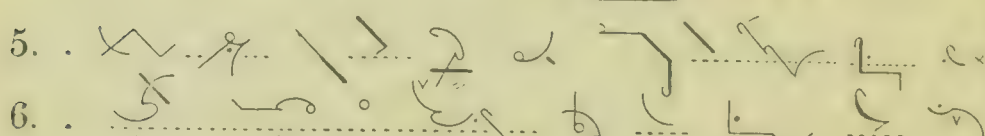


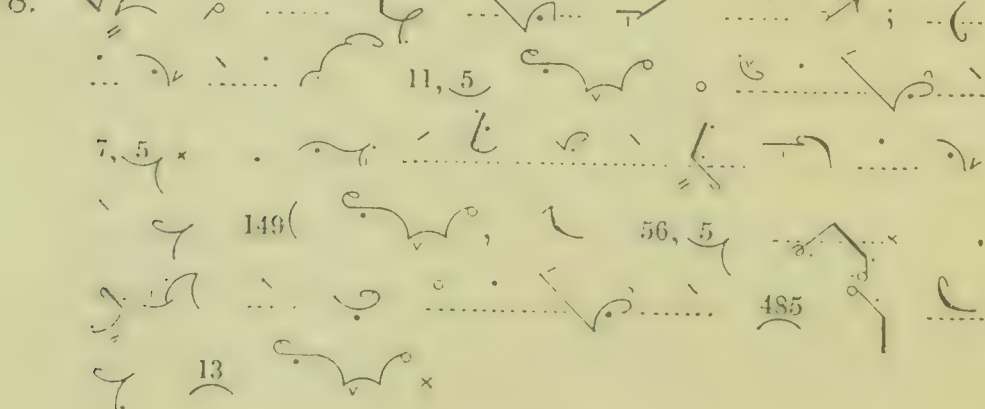
-  I shall arrange the matter
 please make arrangements
 we have arranged

R (up) represents *railway, railroad, or require-d-ment*—

-  State railways
 railway commission
 Metropolitan Railway
 inter-urban railroads
 railroad facilities
 you may require
 will be required
 your requirements

Exercise 98

Read, copy, and transcribe





1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 









Exercise 99

Write in Shorthand

1. *Over two hundred million dollars is invested in-the citrus industry in California, with more-than 150,000 persons directly or indirectly supported by it.*
2. *It-is estimated that at-the present-time there-is a total of \$5,250,000,000 foreign capital invested in Canada. Cf-this the United-States has-been responsible for \$2,500,000,000 according-to-the same estimate.*
3. *Seven thousand stockholders of-the General Cigar Company will share in-the dividends just declared by directors. The dividends are \$40,000 to-the preferred and \$27,000,000 to-the common stockholders.*
4. *The "Journal of Commerce" for-the current month publishes an article on-the proposed merger of-several of-the leading steel-and-iron companies in-this-country.*
5. *This article calls particular attention to-the fact that-the government officials have sanctioned the merger upon-the recommendation of-the Inter-Province Commerce department.*
6. *Immediately before ministerial elections are held, the various political parties pay special attention to-the national affairs in-which-the general public displays unusual interest.*









































CONTRACTIONS

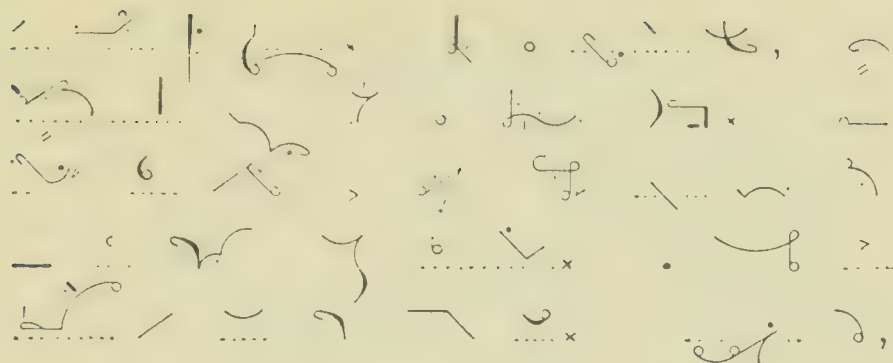
∩ bankruptcy ;  cross-examine-d-ation ; ∩ England,
 ∩ English ; } enthusiastic-iasm ; ∩ familiar-ity,
 ∩² familiarize ; ∩ inconvenient-ce ;  incorporated ;
 ∩ indispensable-ly ;  mortgage-d ;  neglect-cd,

 negligence;  legislative,  legislature;
 organizer;  preliminary;  reform-ed;
 universe;  prospectus.

Exercise 100

Read, copy, and transcribe

1.  45(      
2.          
3.           
4.           



Exercise 101

Write in Shorthand

1. After *all-the* necessary details *had-been* arranged, Capt. Thompson and Col. Bender, *two of-the-most* daring aviators *in-the* government service, set out *on-their* trans-continental flight, determined *to* shatter *all* previous records.
2. The New York Central Railroad placed *a very* high rental *valuation on-the* property *and-the* equipment *which-it-has* turned over *to-the* postal authorities.
3. All party lines were eliminated *during-the* recent discussions *in* Parliament *on-the* question of national defence *and-the* necessary appropriations *for-its* requirements were quickly voted.
4. My-dear-Sir :

Evidently, investors *are very-much* alike *all-over-the* world. They pay *too-little* attention *and-thought to-the* essential requirement of safety *when* investing *their* funds. *In-England*, France *and-several* other European countries, as well as *in* Canada *and-the* United-States, millions of dollars *are* lost annually by *those-who-can* least afford it, *because of-the* lure of high returns and quick profits. They neglect *to-make* a careful study *of-the* enterprises *in-which-their* money is invested *and-the* inevitable result *of-this* negligence *is-the* total

loss of hard-earned savings. Officials, *however*, are striving to safeguard these earnings by-means-of legislative reforms. They hope to enact laws providing for heavy fines and-prison terms for-those promoters of stock issues who-make misleading statements in-the prospectus they put forth. In addition, the Treasury Department has planned a campaign of education whereby-the man or woman with surplus funds will-be taught to-choose investments more intelligently. Address your financial inquiries to Savings Banks, the Federal Reserve Bank, or-the Treasury Department, and-they-will gladly give-you-the information you seek.

Very-truly-yours, (197)

















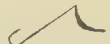

SUMMARY




1. Intersection is a brief method of indicating commonly occurring titles, phrases, etc. The principle of intersection may be adapted as required to suit special cases.
2. The figures *one* to *seven* and *nine* should be expressed in shorthand. The strokes \smile *n*, (*th*, \frown *m* are used to express *hundred*, *thousand* and *million* respectively. The stroke \searrow *b* is employed for *billion*, L *ds* for *dollars*.

LESSON XIX

61. **Proper Names, etc.** Proper names, initials, and such abbreviations as C.O.D., f.o.b., and O.K. are best written in longhand.

62. **Compound Words.** Compounds of *here*, *there*, *where*, etc., are written as follows—

	<i>in</i>	<i>on</i>	<i>at</i>	<i>to</i>	<i>of</i>	<i>with</i>
HERE						
THERE						
WHERE						


63. **Advanced Phrasing.** Many of the ordinary abbreviating devices are employed for more advanced phrases. The circle *s* is used to express *us* in a phrase like  *please let us know*. The circle *sw* is used for *as we* in a phrase like  *as we know*. The circle for *ss* is used to express the two *s*'s in a phrase like  *this city*. Hook *f* or *v* represents the words *have* or *of* in such phrases as—

 *who have been*,  *ought to have been*,



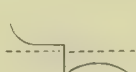

 *rate of interest*.







Sometimes a letter or a syllable is omitted, as—

 *in this (n)anner*,  *I have (con)cluded*,











































 *I will (con)sider*.

























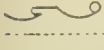
























There are many instances in which one or more words may be omitted without affecting the legibility of the phrase ; thus,












 again (and) again,  there must (have) been,
 fact (of the) matter,  more (or) less.

Colloquial phrases such as  you've,  we've,  haven't,
 wasn't,  isn't,  can't, are written as here shown.

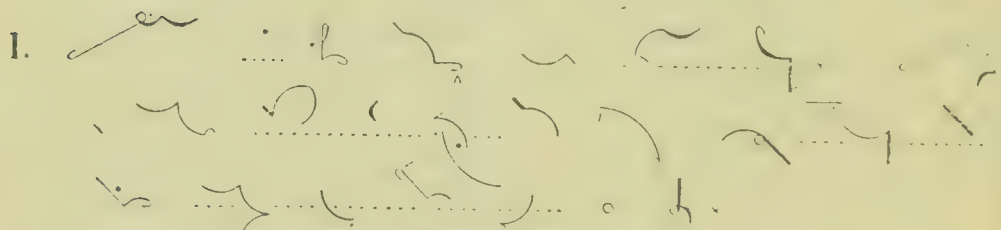
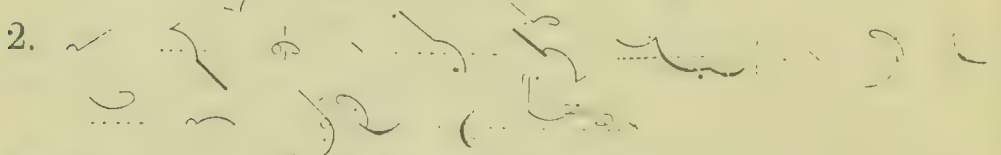

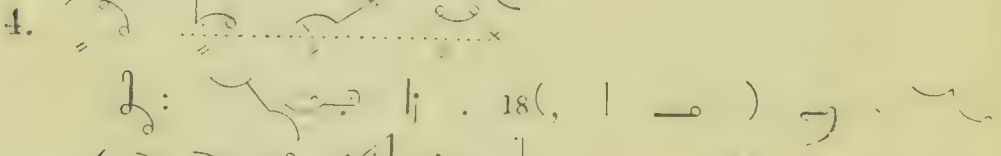

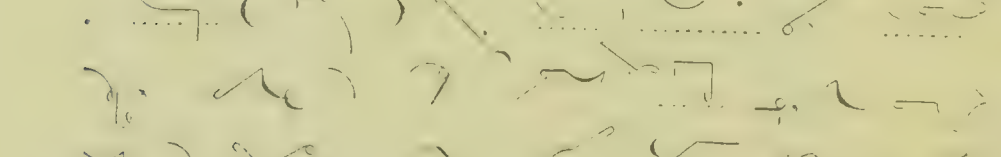

The following illustrations will suggest others.

 of us	 Tuesday evening
 to us	 at all events
 please let us know	 able to make
 as we can	 as if it were
 as we think	 you are not
 as we shall	 you were not
 as well as possible	 we would
 as soon as possible	 at any rate
 it is said	 from time to time
 in this city	 I am sure there is
 of this statement	 I have been there
 Wednesday next	 in which there is
 in our view	 by some other means
 it appears	 my dear sir
 by all means	 my dear madam
 it is only necessary	 we have received
 more than	 most probable
 longer than	 in fact
 I had been	 in this manner
 those who have been	 in the same manner
 Thursday afternoon	 one another

	I hope		bear in mind
	on the contrary		borne in mind
	satisfactory conclusion		fact of the matter
	which will be con- sidered		two or three
	shall be taken into consideration		three or four
	at a loss		six or seven
	to a great extent		in reply
	all the way		in reply to your letter
	into the matter		I regret
	on the subject		I regard
	under the circum- stances		I am instructed
	our own		I am instructed to inform you
	in accordance with		I am requested to inform you
	in consequence of		referring to our letter
	in respect of		referring to your letter
	in respect to		referring to your favor
	on the part of		registered letter
	out of place		very truly yours
	face to face		yours very truly
	from first to last		respectfully yours
	with regard to		yours respectfully
	with respect to		yours sincerely
	we shall be glad to know		deliver immediately
	more and more		please forward
			lowest terms

	best quality		best of my ability
	balance sheet		best of my recollec-
	account sales		tion
	best thanks		make an appointment
	best finish		additional cost
	best possible		additional expense

Exercise 102*Read, copy, and transcribe*

- 
 - 
 - 
 - 
- 
- 
- 












Exercise 103*Write in Shorthand*

1. *The receipt of-your check is hereby acknowledged. We-assure-you that our service in-the future will-be as satisfactory to-you as-it-has-been heretofore.*
2. *We-received your communication and immediately looked into-the-matter therein mentioned. There-is-no-doubt that a satisfactory-conclusion can-be reached, and-we-hope to-be-able-to make-the necessary arrangements without any additional-expense to-you.*
3. *The fact-of-the-matter is that-you-are-not well-informed on-the-subject. Upon investigation, it-appears-that not-only the medical-societies but-the federal authorities as-well, have at-all-times been ready and-anxious to co-operate in stamping out-the drug evil.*
4. Messrs. Wright & Dawson.

Dear-Sirs :

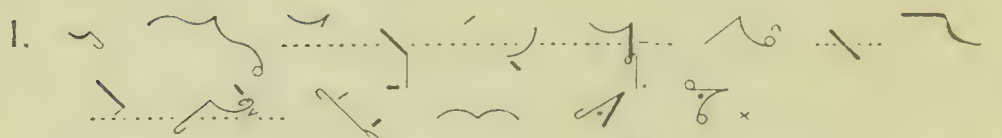
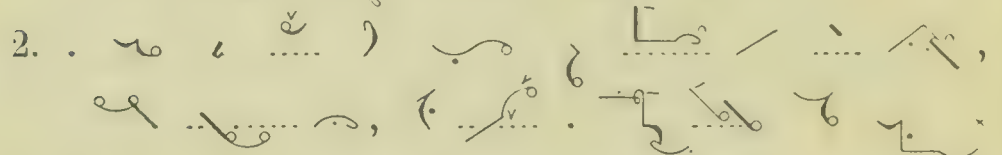
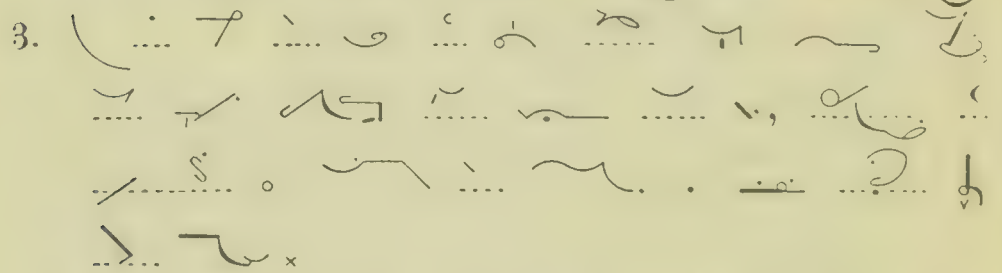

We-thank-you for-the communication we-have-just-received from-you under-the date of June 9. Our new price-list and samples are being forwarded to-you as you requested. We-regret-the delay in attending to-this-matter, but pressure of work-in-connection-with several big contracts for-the War-Office has rendered it more-or-less impossible for-us to-go into-the question earlier. If-you decide to-place an order with-us, we-shall-be ready to-make delivery any-time after Wednesday-next.

Very-truly-yours, (100)**CONTRACTIONS**

 govern-ed,
  government;
  manufacture-d,
 manufacturer;
  exchange-d;
  independent-ly-ce;
 sensible-ly-ility;
  maximum;
  minimum;
 universal;
  mechanical-ly.

Exercise 104

Read, copy, and transcribe

1. 
2. 
3. 
4. 

Exercise 105

Write in Shorthand

1. *We-have-just-received-the certificate of incorporation and it-is just-possible that-the-directors will meet next-week to-perfect their organization.*
2. *Mr. Henry Wheelock incurred-the displeasure of-his employer and was discharged because-he permitted unsatisfactory business relationships to continue for-some-time.*
3. *Stock-brokers were astonished to-receive an order from-the Advisory Council of-the Stock-Exchange indicating-the character of-the announcements to be-made in-their newspaper advertising.*
4. *Gentlemen :*

As-soon-as-it-is convenient for-you to-do-so, please-make-an-appointment to-call at our offices for-the purpose of discussing-the advisability of-bringing suit against the Standard Construction Company for infringements on-your patents. We-have gone into-the-matter from every point-of-view and-have-concluded that-you have an excellent case against them in-spite-of any defence they-might advance. In-fact, we-can see but one outcome to-the litigation proceedings, even if-it should-be necessary to-go to-trial. Under-the-circumstances, we confidently expect an offer to compromise and settle as-soon-as-we notify them of-our intention to-take-the-matter to-court. We-would appreciate an early-reply from-you indicating your purpose in-this-matter.

Very-truly-yours, (137)

SUMMARY

1. In advanced phrasing the following abbreviations are employed—

(a) Circle *s* for *us*.

(b) *Sw* circle for *as we*.









(c) *SS* circle for two *s*'s in separate words.

(d) Hook *f* or *v* for *of*, *have*.

























2. Phrases are frequently abbreviated by the omission of a letter, a syllable, or a word.




LESSON XX

64. **Distinguishing Vowels.** The consonantal structure of English words is such that the shorthand outlines for them, when left unvocalized, generally suggest the words. Nevertheless, the rules of Isaac Pitman Shorthand have been so devised that in many instances vowels are indicated without actually writing the vowel-sign. In practice, therefore, vocalization is required only to a very limited extent. Where, however, a necessary distinguishing vowel is not indicated either by position or by the shorthand outline, the vowel-sign should be inserted ; thus,

 *apposite*,  *ofposite* ;  *absolute*,  *obsolete* ;
 *adapt*,  *adopt* ;  *obey*,  *echo*.

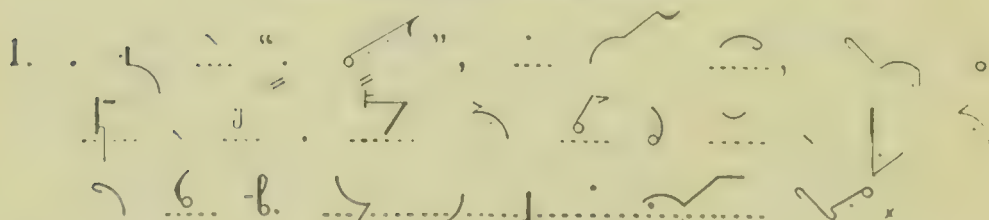
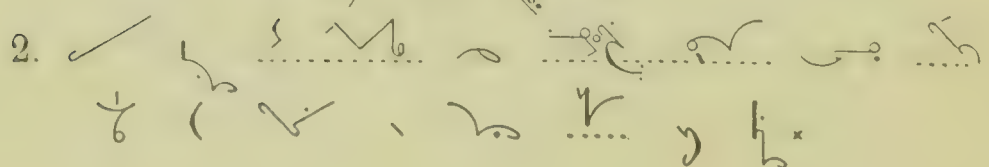
65. **Distinguishing Outlines.** The wealth of alternative forms provided in the system enables the shorthand writer to make the necessary distinction between different words containing the same consonants and thus avoid hesitation in the transcription of his notes. The following list will suggest to the student the lines upon which other pairs of words may be distinguished.

 petrify	 property	 prosecute
 putrefy	 propriety	 persecute
 passionate	 appropriation	 prosecution
 patient	 preparation	 persecution
 purpose	 proffer	 debtor
 propose	 prefer	 editor
 appropriate	 provide	 differ
 purport	 pervade	 defer

 courage	 pure	 comparative
 carriage	 poor	 operative
 factor	 temperate	 portend
 factory	 tempered	 pretend
 favored	 goodness	 person
 favorite	 guidance	 parson
 valuable	 greatly	 parcel
 available	 gradually	 parasol
 considerate	 evidence	 breath
 considered	 confidence	 birth, berth
 impassioned	 station	 burial
 impatient	 situation	 endless
 unavoidable	 patron	 needless
 inevitable	 pattern	 trifle
 learned	 proper	 trivial
 learned	 prepare	 travel
 regard	 protect	 indefinite
 regret	 product	 undefined

Exercise 106

Read, copy, and transcribe

- 
- 



Exercise 107

Write in Shorthand

(The words having distinguishing outlines are printed in small capitals.)

1. *The establishment of a bureau for-the distribution of information regarding commercial conditions on-the continent is a VITAL need, and-we-REGRET-the delay which-is proving so FATAL to-our progress in-this connection.*
2. *The ADVERSE decision handed down in-the DIVORCE proceedings was entirely unexpected and proved bitterly disappointing to-the AUDITOR.*
3. *The ingenious inventor LABORED hard for-many-years before he-was finally successful in devising an ELABORATE but a most efficient system of electrical signalling for-the railroads.*

4. *As EVIDENCE of-his complete CONFIDENCE in-his ward, the GUARDIAN recommended that-the latter be given full control over his own PROPERTY.*
5. *Although-the duties of-the secretary were clearly defined, definite proof was presented of-his negligence and carelessness in performing them.*
6. *To-PROTECT ourselves against misrepresentation of-our PRODUCTS by our competitors, PROPER steps have-been taken to PREPARE for our PATRONS a statement explaining in detail each of-the PATTERNS we manufacture.*
7. *It-was very CONSIDERATE of-you to-send-us all-the information AVAILABLE on-the-subject. We-have CONSIDERED it carefully and-find that-it-will-be extremely VALUABLE to-us.*





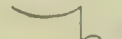
SUMMARY

1. The necessary distinguishing vowel-sign should be inserted in outlines where such vowel is not indicated either by position or by the shorthand form.






2. Words of similar consonantal structure, but of different meaning, may be distinguished where necessary by a difference of outline.

66. **Classified Contractions.** Certain classes of words are contracted by the omission of one or more consonants, or of a syllable, as indicated in the following illustrations :





OMISSION OF N.

 passenger,
  contingency,
  danger,
  assignment,
  entertainment.



OMISSION OF R.

 *administrate*,  *administration*,  *administrative*,
 *manuscript*,  *remonstrate*.





OMISSION OF THE SYLLABLE -ECT.

 *prospect*,  *object-ed*,  *suspect-ed*,  *imperfect-ion-ly*.





OMISSION OF K BEFORE -SHUN.

 *obstruction*,  *destruction*.









OMISSION OF KT BEFORE -IVE.

 *productive*,  *objective*,  *respective*,  *irrespective*.

In several instances the same outlines are employed for the derivative as well as the primitive word ; thus,

 *expected* (from  *expect*),
 *respected* (from  *respect*).

In other instances the derivative is formed by an addition to the contracted outline for the root word ; thus,

 *enlargement* (from  *enlarge*),  *objectionable*
 (from  *objection*),  *publicly* (from  *public*),
 *disorganize* (from  *organize*).

There are a few other contracted forms written in accordance with these abbreviating principles. These, together with other useful contractions, are to be found in the " *Additional Contractions* " at the end of the book.

Exercise 108

Read, copy, and transcribe

1.) ^ e r \ . - o / o r >
 4 . (. j) > } e - 4 . l
 ~ e r . x
2. 4 . - e , r . - " e "
 r e) l x } e - , e ,
 l j r \ l , . / \ > r -
 } - . o . b x
3. l - l > . o . e , e ,
 - e e e j . r - e .
4. r : . | r e - e - e -
 - - - o - e - e -
 - (? l - y . o . - l e e ,
 e o , e - e - l - l -
 \ . e e l r e e l -
 - - - e - e - e - e -
 e , e e , > e - e -
 l - l - x b - e - e -
 r x . / \ e - e - e -

You want the best. Therefore, we earnestly urge you to use the enclosed ticket and examine the world's leading business appliances and efficiency-promoting devices and systems. Experts will gladly explain to-you and make-you familiar with-the latest and most approved inventions for effecting practical economy in office, store and-factory, irrespective of size.

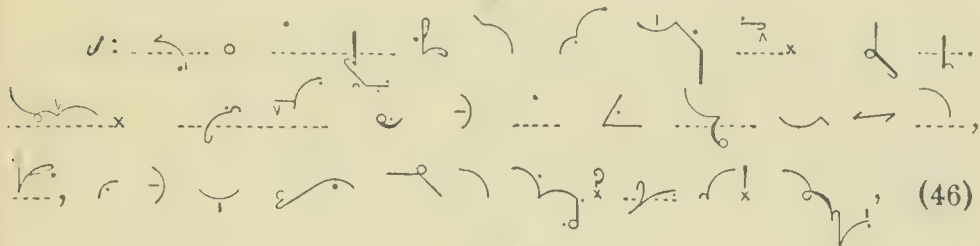
An afternoon or evening at-the exposition is indispensable to-you and will-be productive of more benefit than several weeks spent in-the ordinary manner of investigating time and labor-saving devices and methods.

Respectfully-yours, (160)

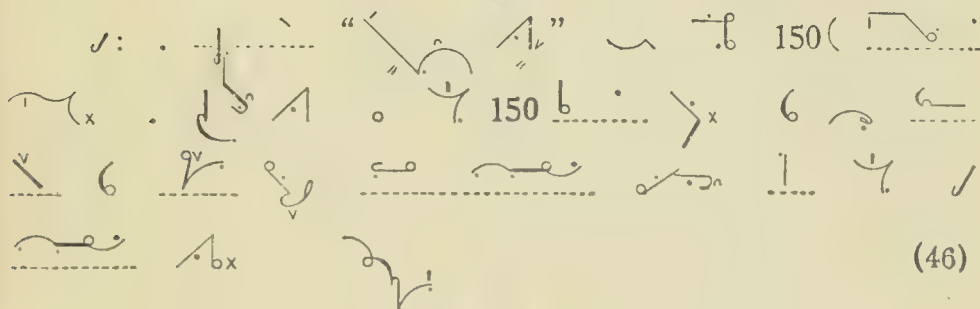
READING AND DICTATION PRACTICE

The method of counting the words in the following letters and articles is that used by the Contest Committee of the National Shorthand Reporters' Association. Compound words are counted according to the number of single words in the compound. Figures are counted as read. 24' 3" is read twenty-four feet three inches, and is consequently counted as five words; \$245.50 is read two hundred forty-five dollars and fifty cents and counted as eight words. Each initial in a proper name is counted as one word. The total number of words is given at the end of each letter or article.

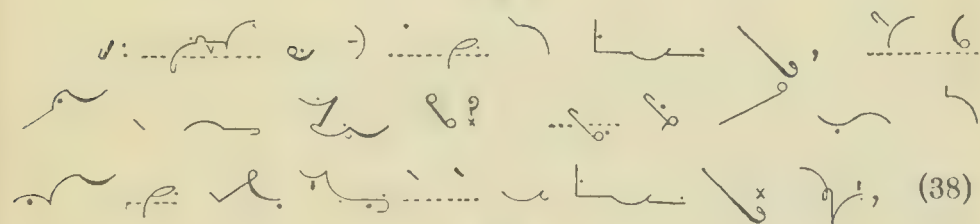
1


(46)

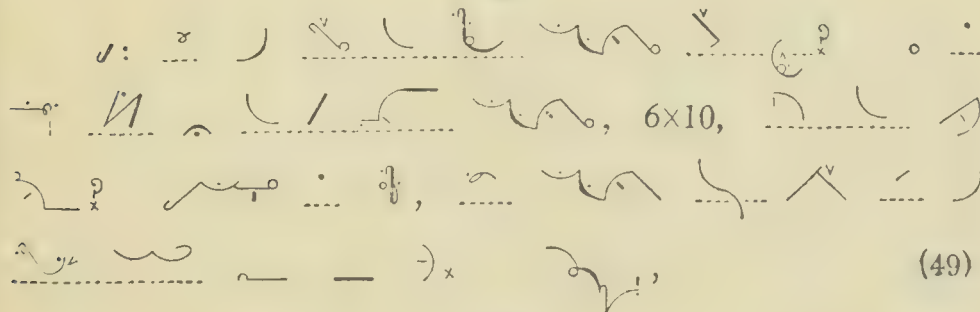
2


(46)

3


(38)

4


(49)

10

و: . / ~ ~ ~ ~ ~ > " / ~ ~ ~ ~ ~ " / ~ ~ ~ ~ ~
 \ / 16, ~ ~ ~ ~ ~ 11, ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~ ? . / ~ ~ ~ ~ ~ > " / ~ ~ ~ ~ ~ " / ~ ~ ~ ~ ~
 . / ~ ~ ~ ~ ~ 20 ~ ~ ~ ~ ~ x ~ ~ ~ ~ ~ x ~ ~ ~ ~ ~ , (60)

11

و: / ~ ~ ~ ~ ~ . / ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 31 | ~ ~ ~ ~ ~ , 19.. ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~
 ~ ~ ~ ~ ~ , ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~ (72)





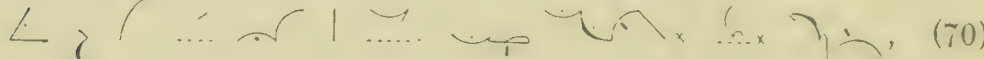
12

و: ~ ~ ~ ~ ~ > ~ ~ ~ ~ ~ / ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ . ~ ~ ~ ~ ~ . 146 ~ ~ ~ ~ ~ 5 ~ ~ ~ ~ ~
 ~
 ~ (62)






13

و: ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
 ~
 ~
 ~ (60)



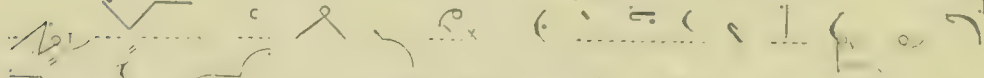
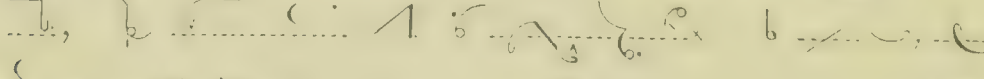
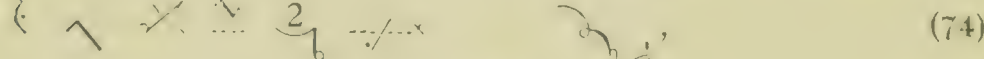
14

v:  50b 


 (70)

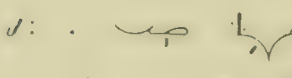


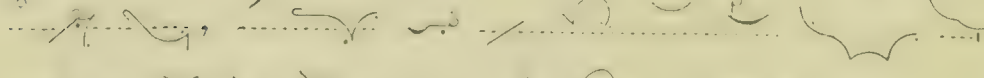



15

v:  86 


 (71)

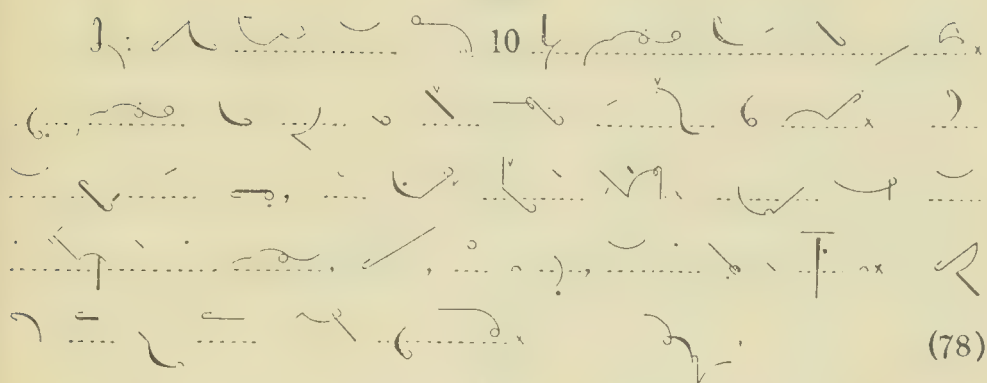
16

2:  24 


 (74)

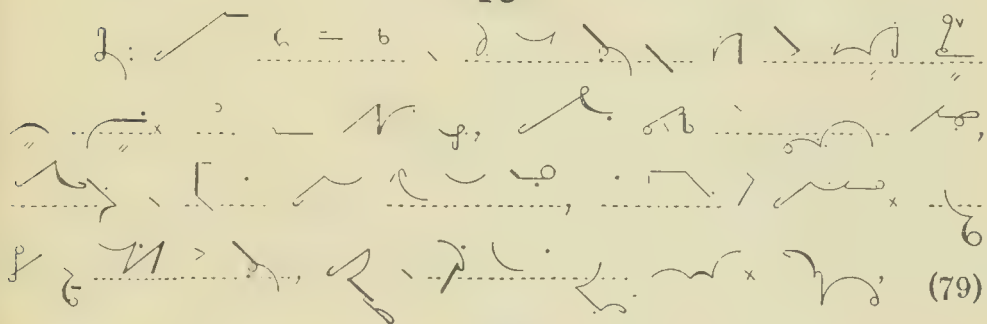
17

v:  ف 




 (80)

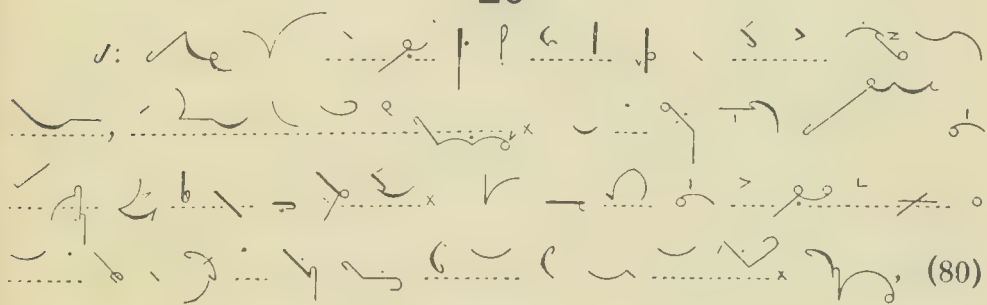
18



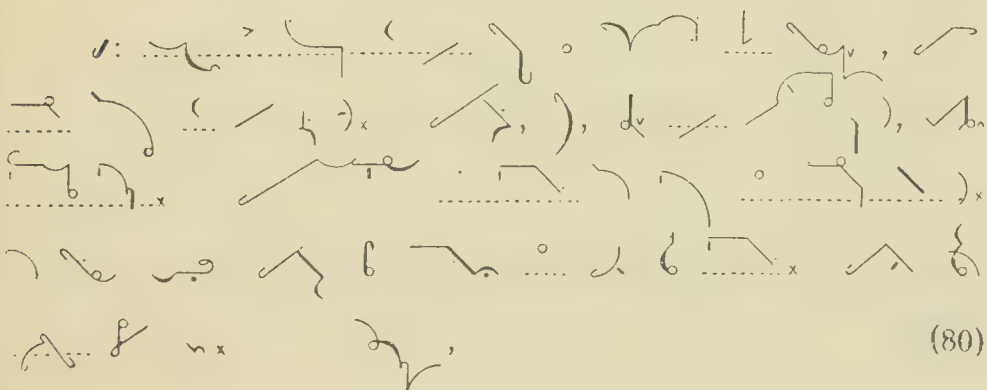
19



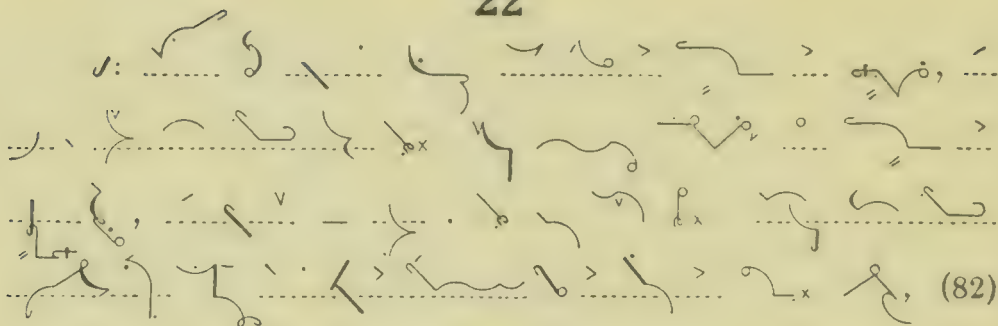
20



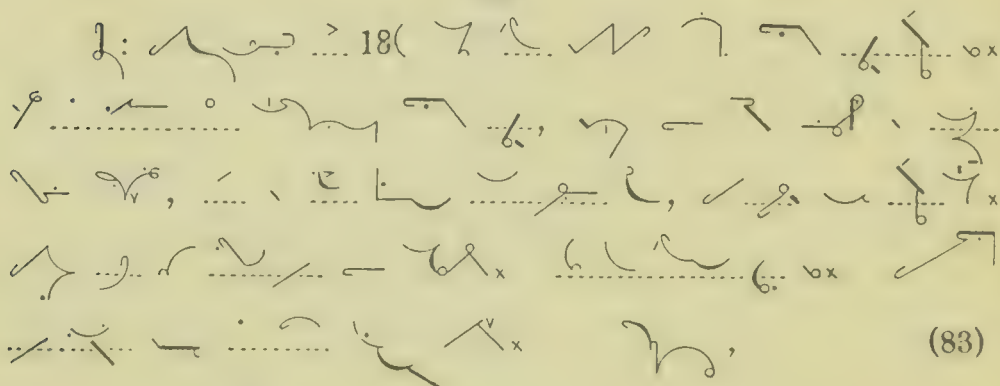
21



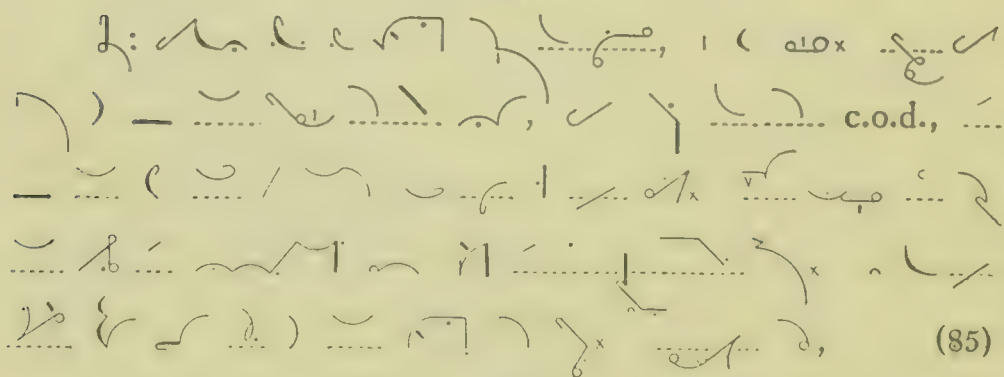
22



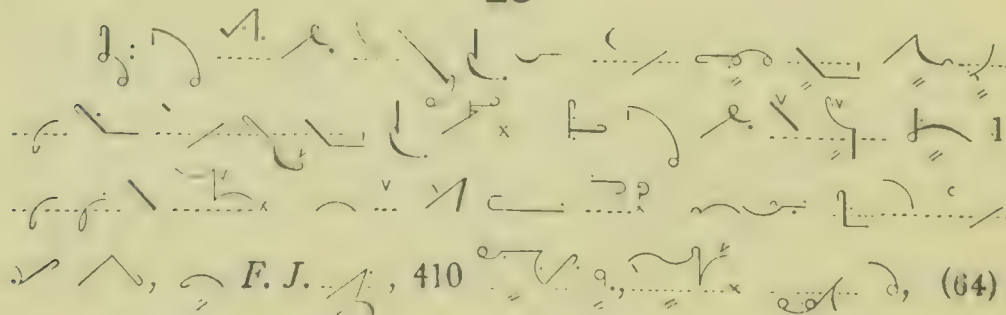
23



24



25



26

2: 1. 0. — 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

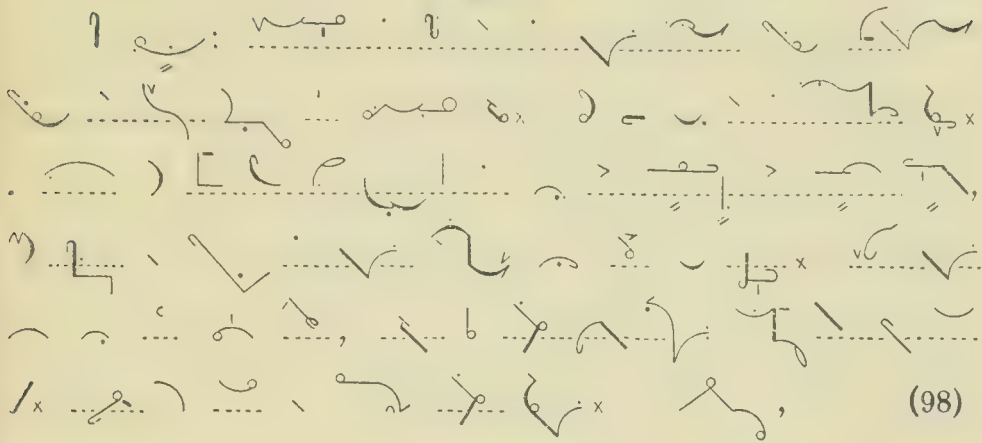
27

1: 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

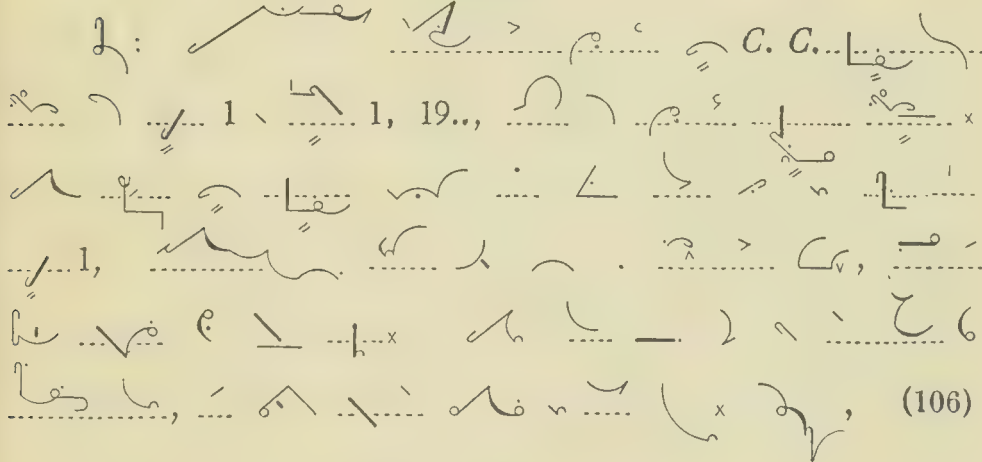
28

1: 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

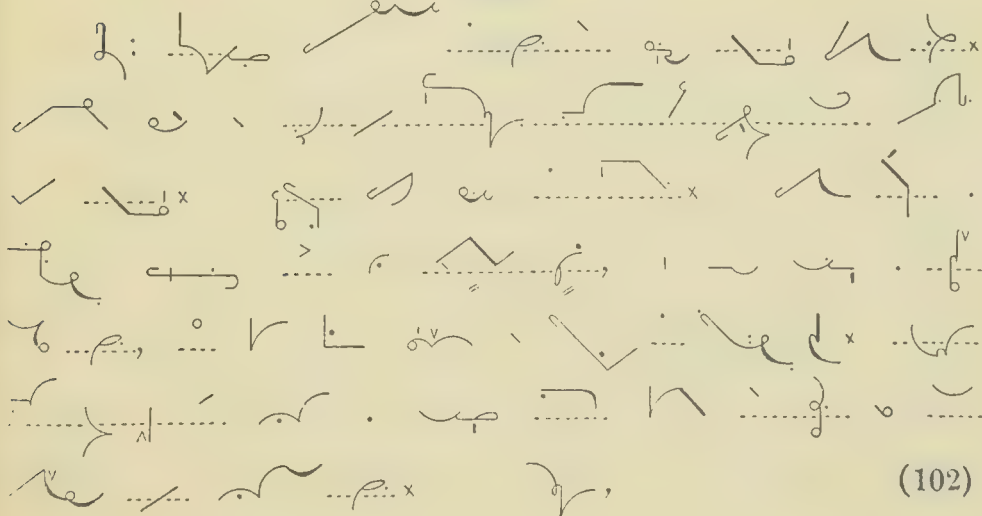
32



33



34



35

1: 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 (102)

36

1: 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 (106)

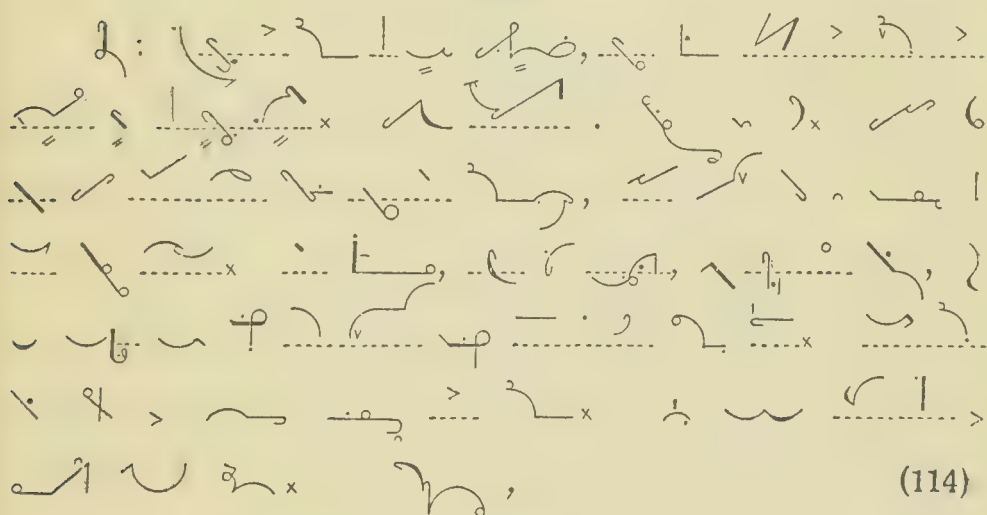
37

1: 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 (106)

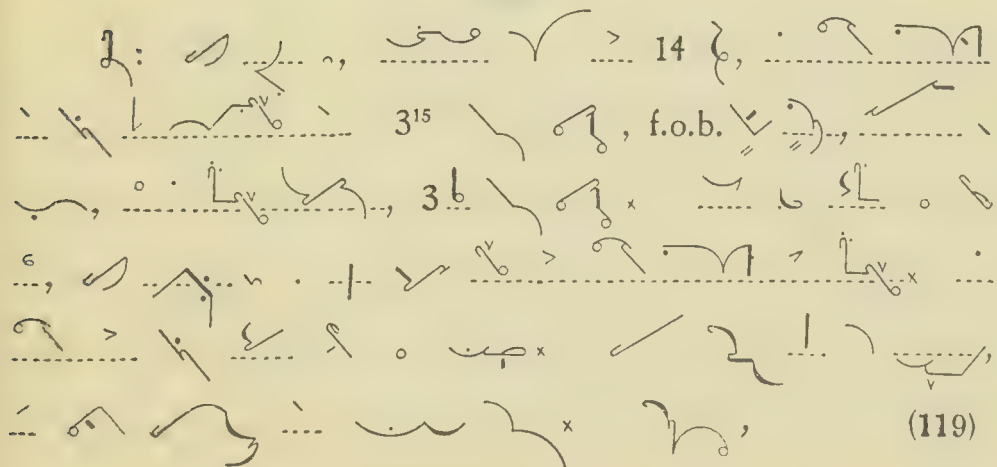
38



39



40



41

[illegible]

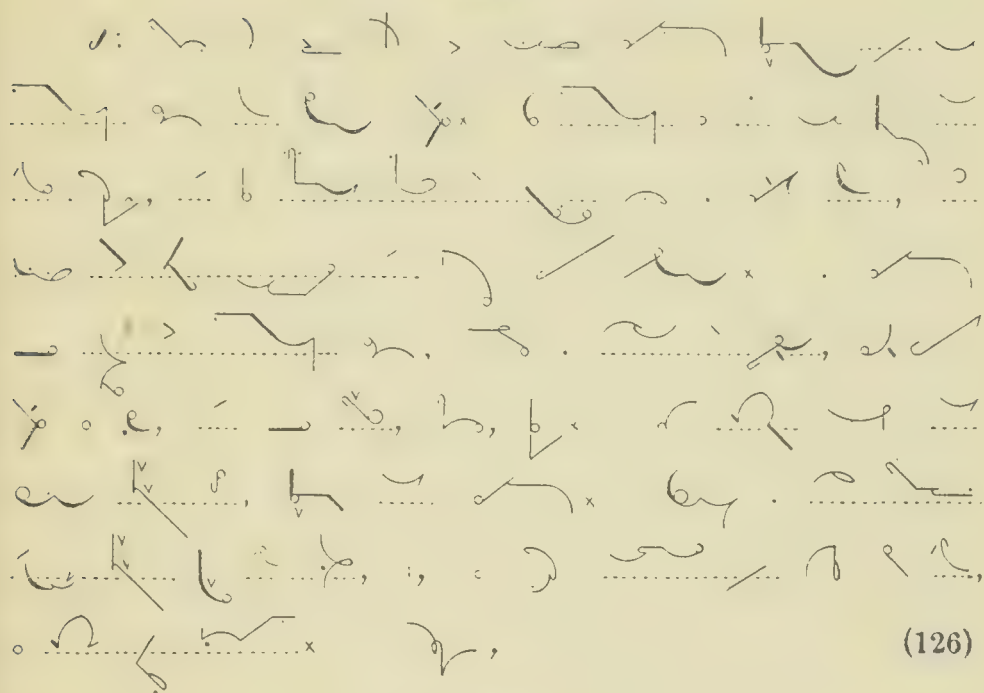
42

[illegible]

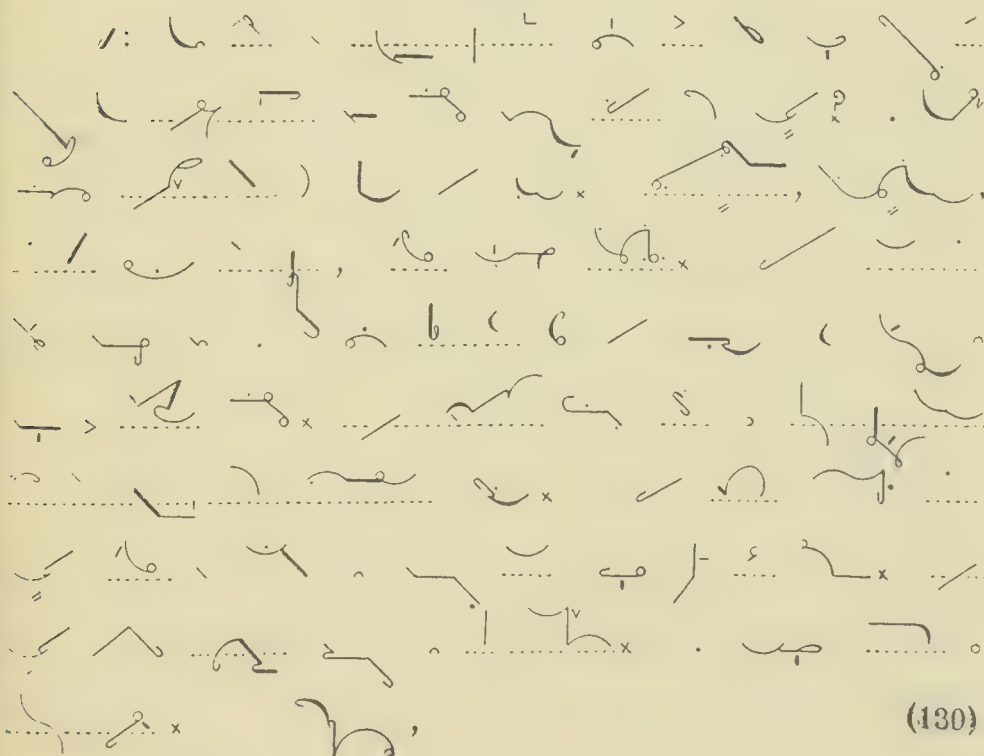
43

2: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

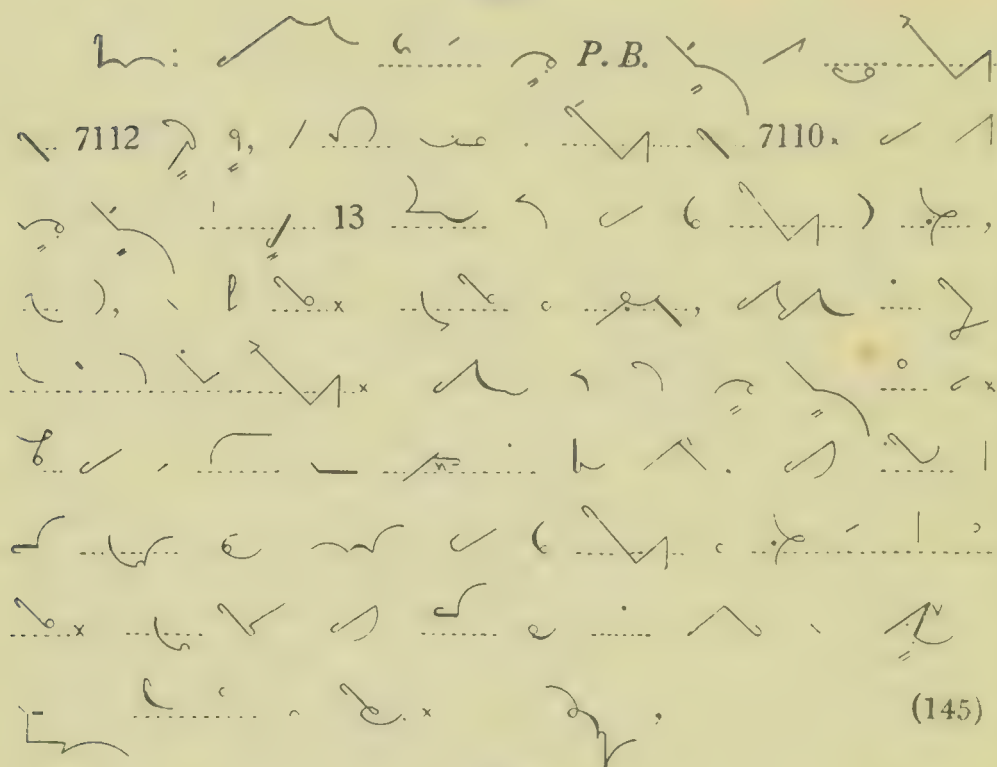
44



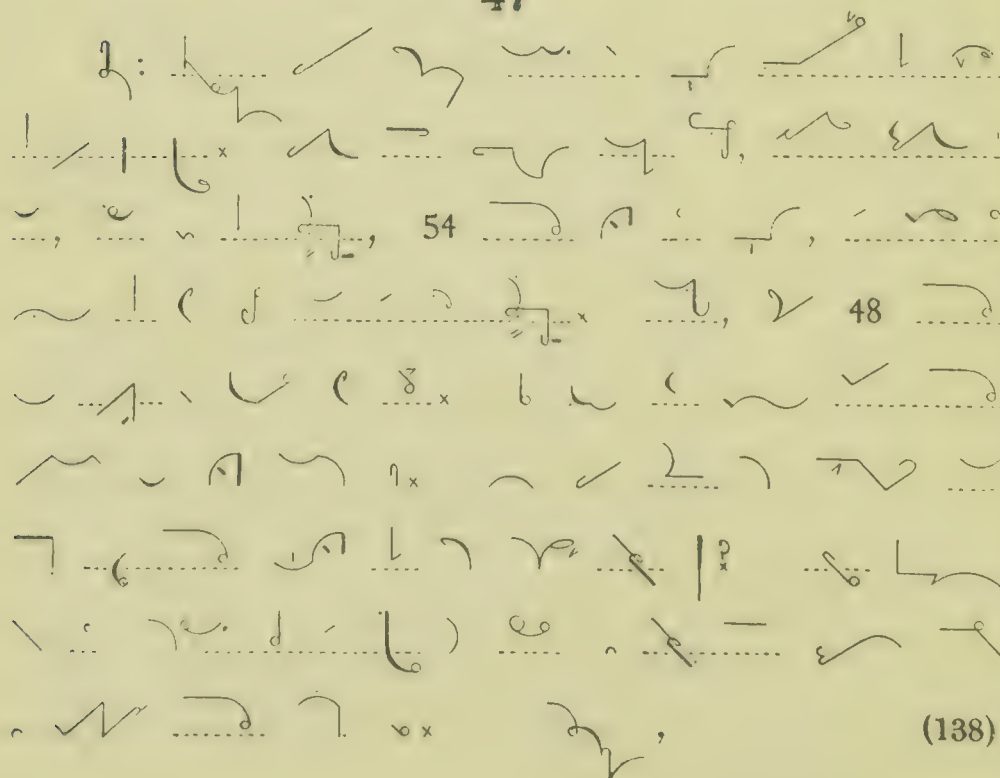
45



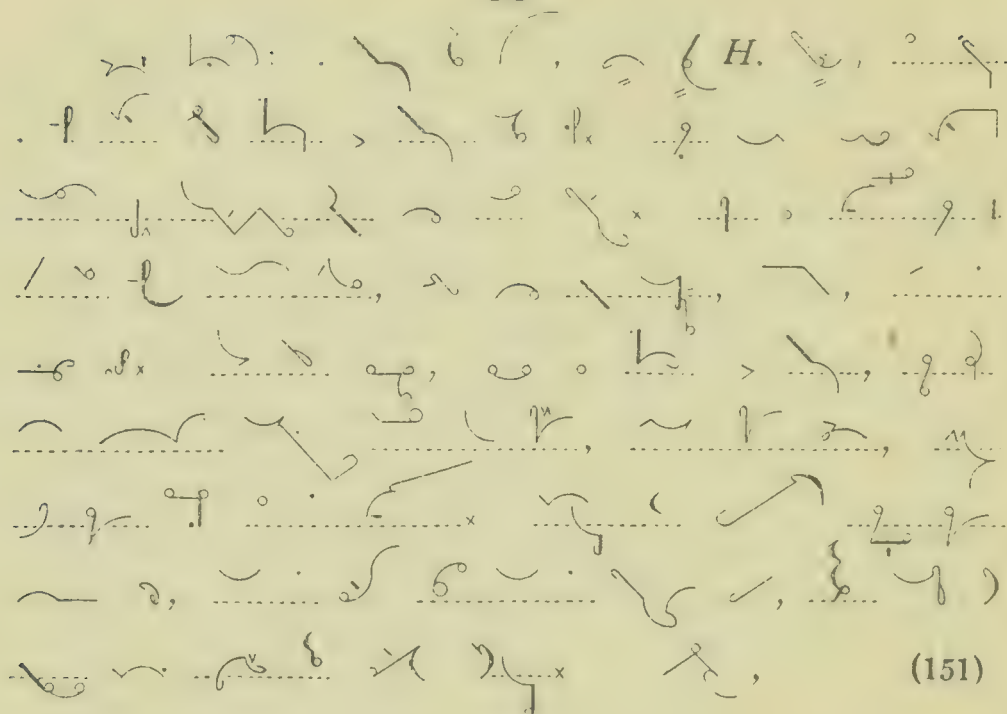
46



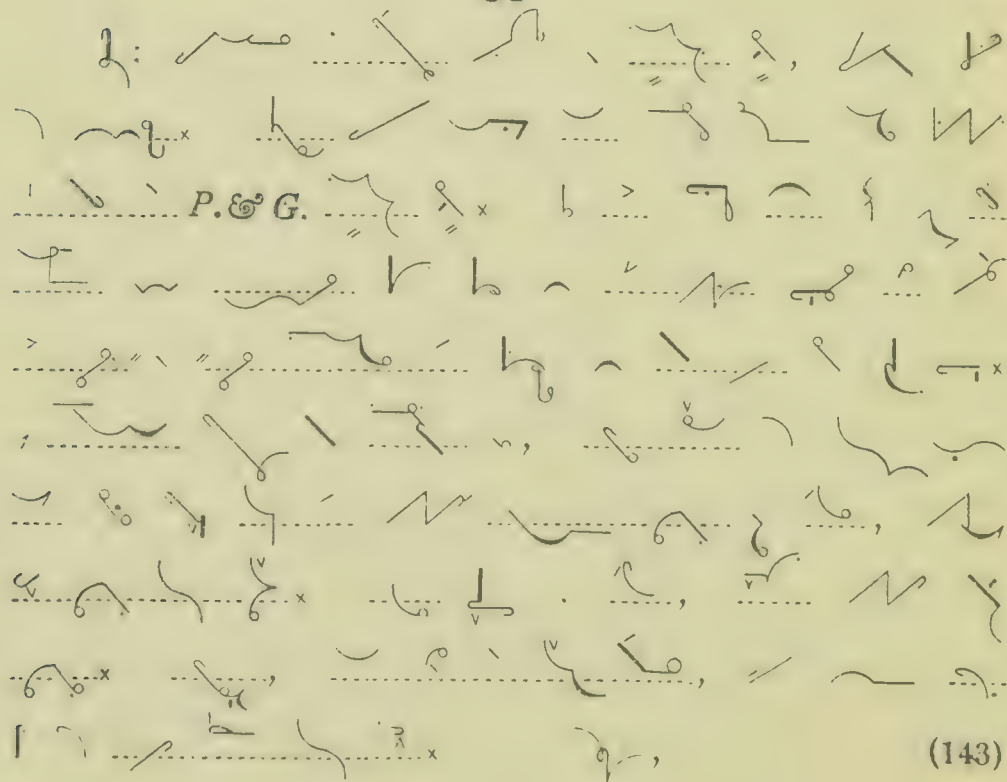
47



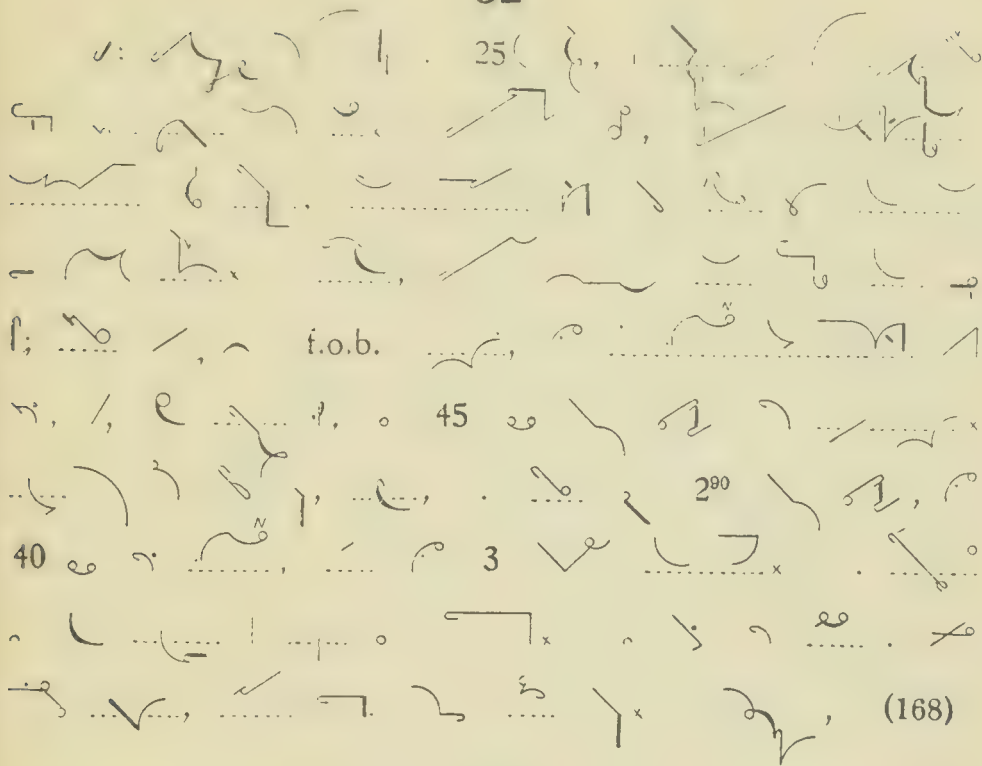
50



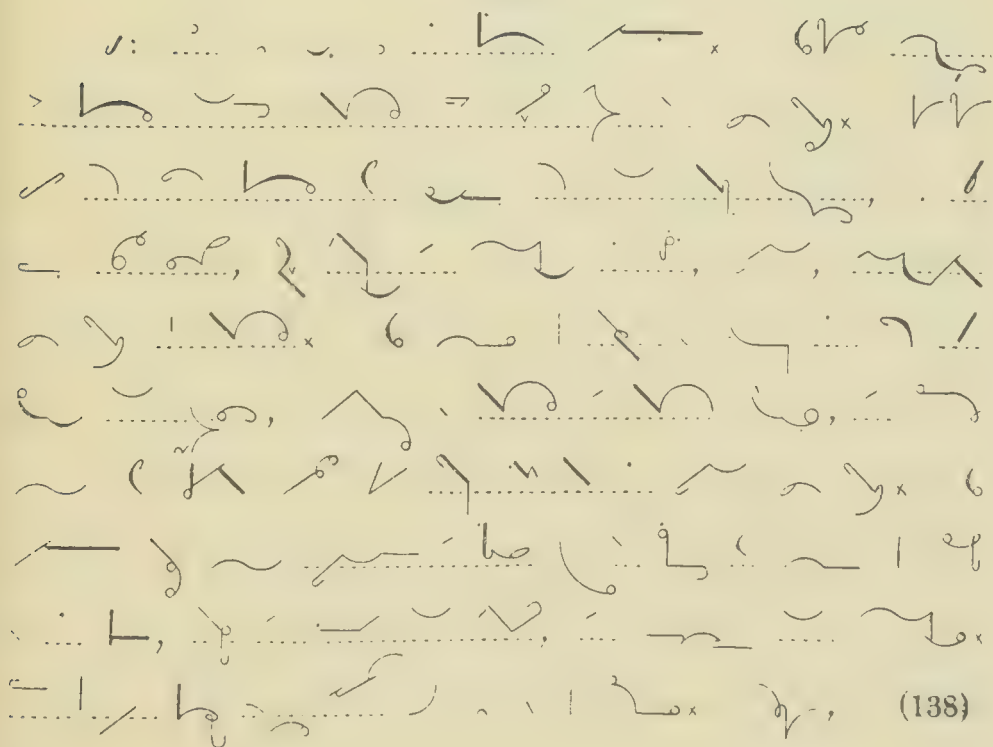
51



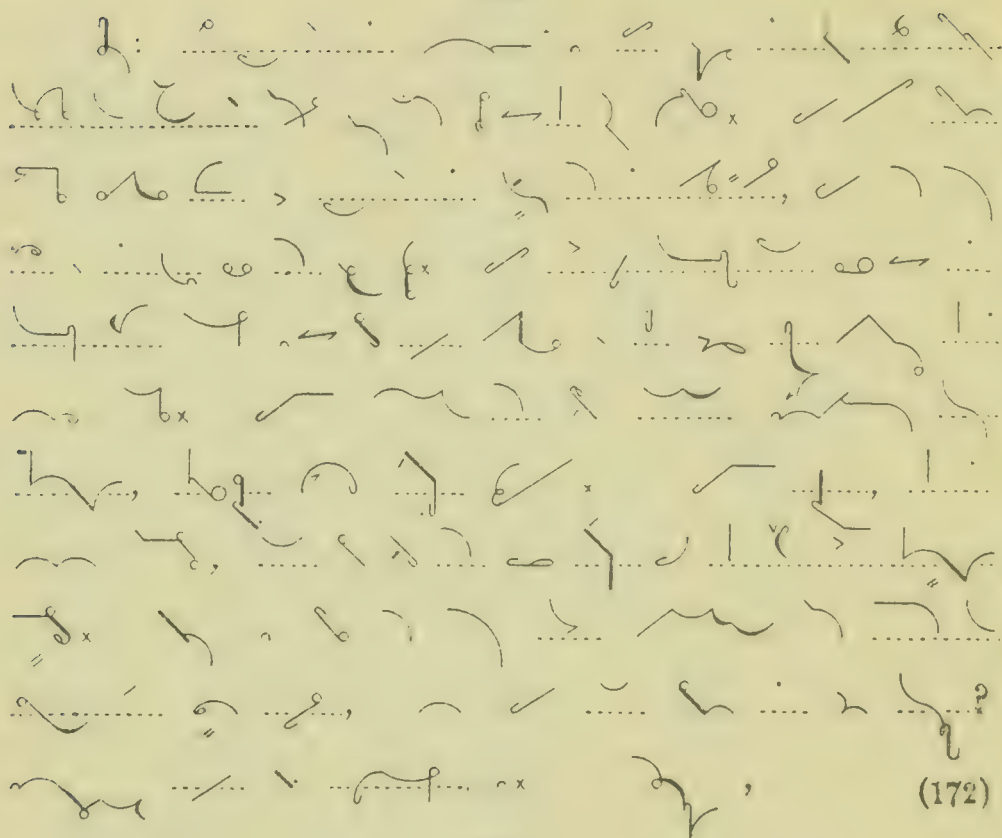
52



53



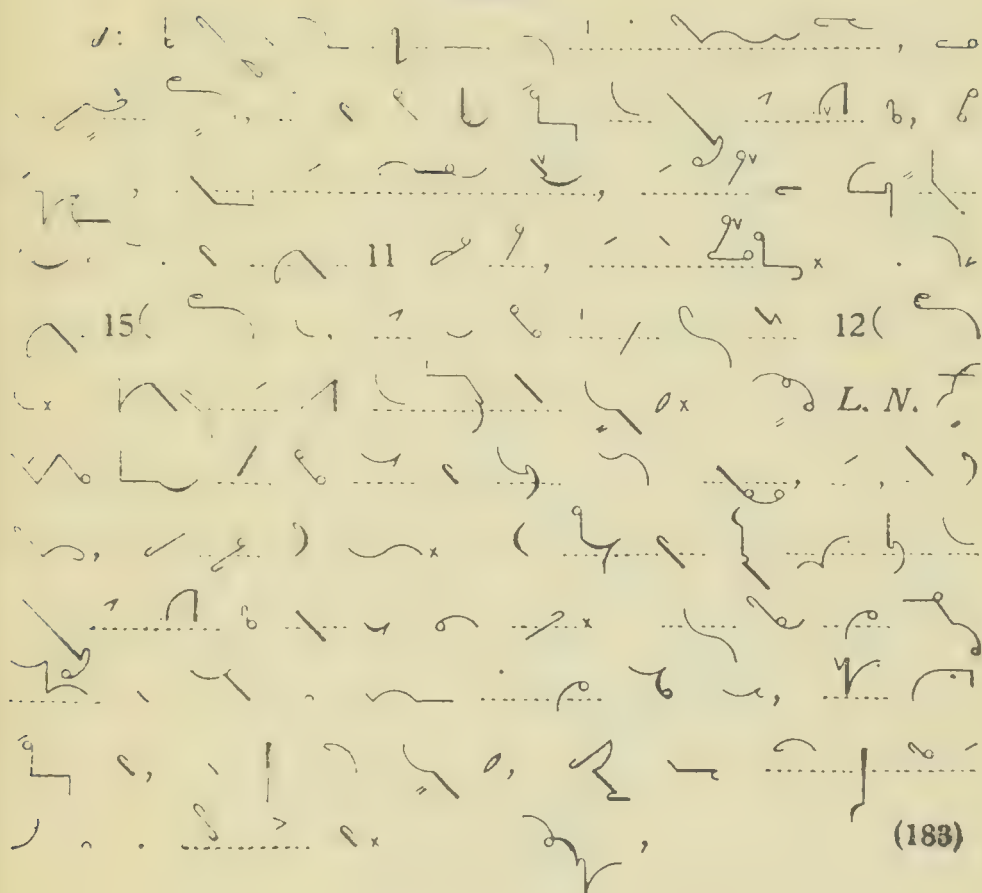
54



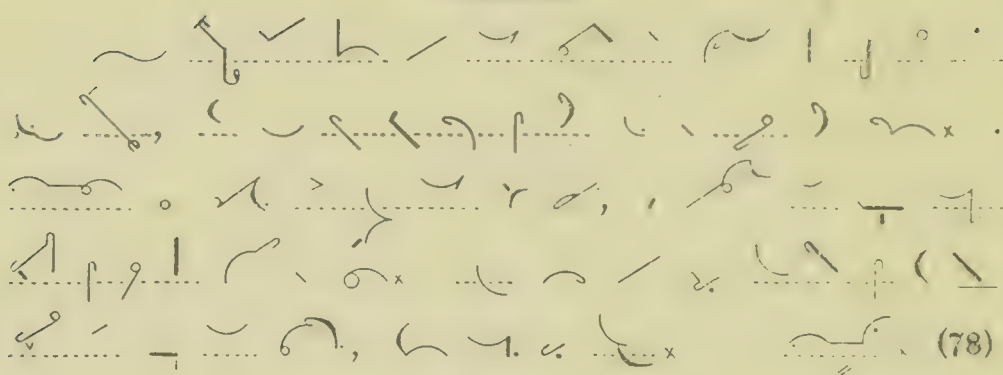
55



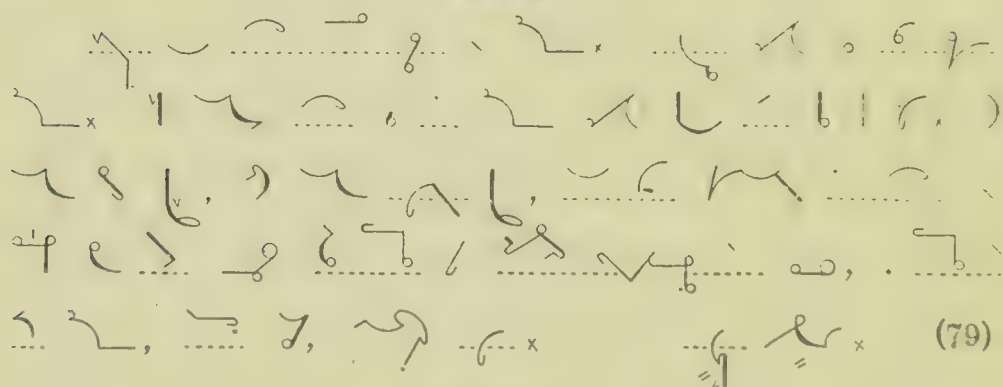
56



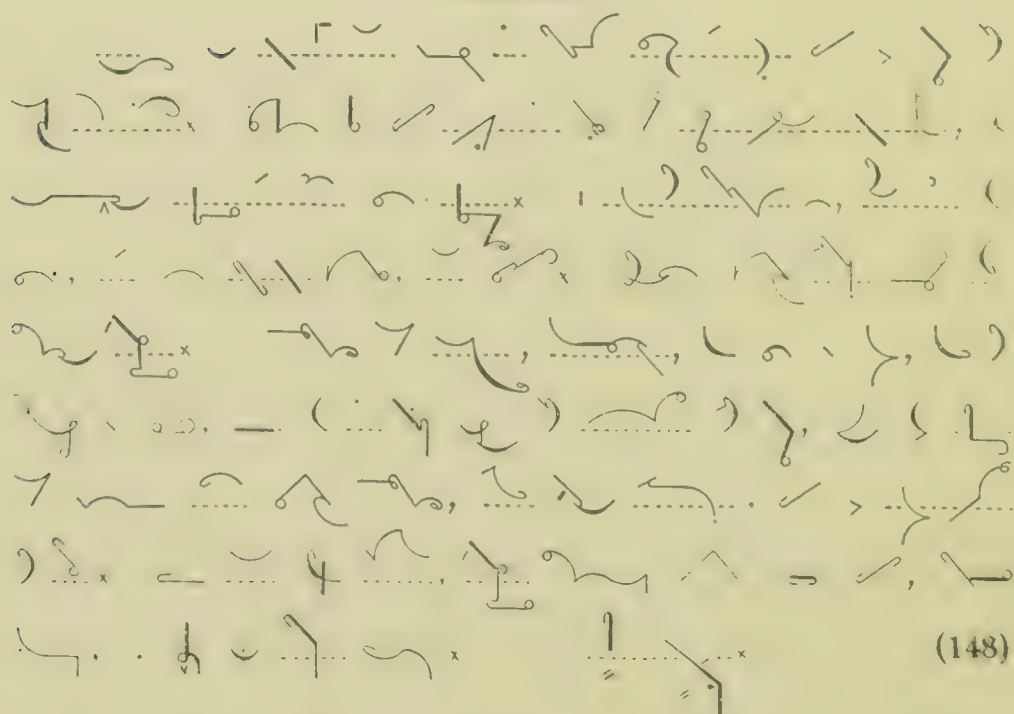
Freedom



Work



Obstacles



Real Men

6 7 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 A. H. (150)

National Ideals

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 (157)

Of Studies

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

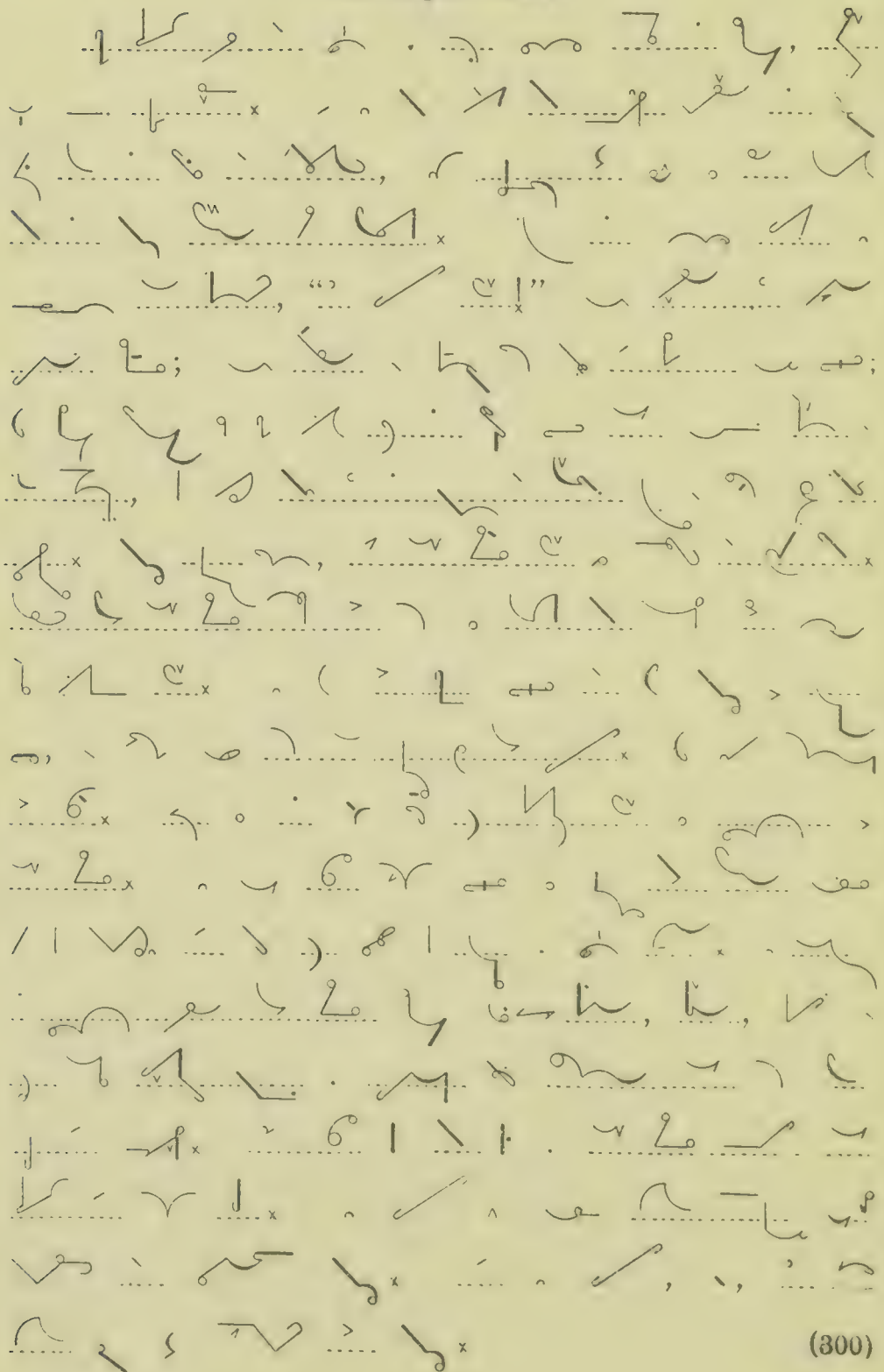
Work and Play

Handwritten musical notation on a single staff, featuring various rhythmic values and accidentals. The notation is dense and spans the width of the page. The page number (202) is visible in the bottom right corner.

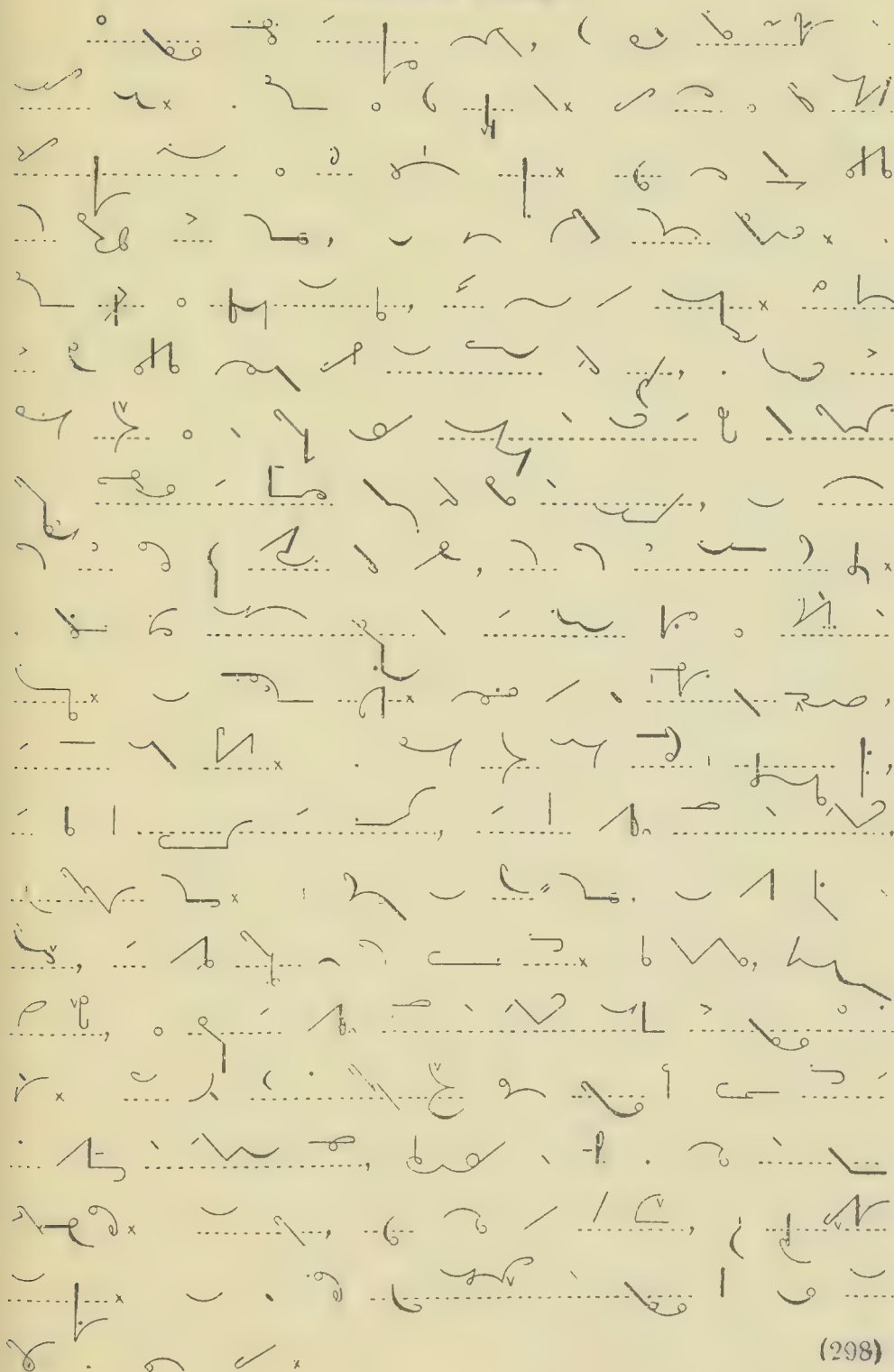
The Development of the Human Body

Handwritten musical notation on a single page, featuring various notes, rests, and bar lines. The notation is written in a cursive, handwritten style. The page is numbered (311) in the bottom right corner.

The Night Hawk.



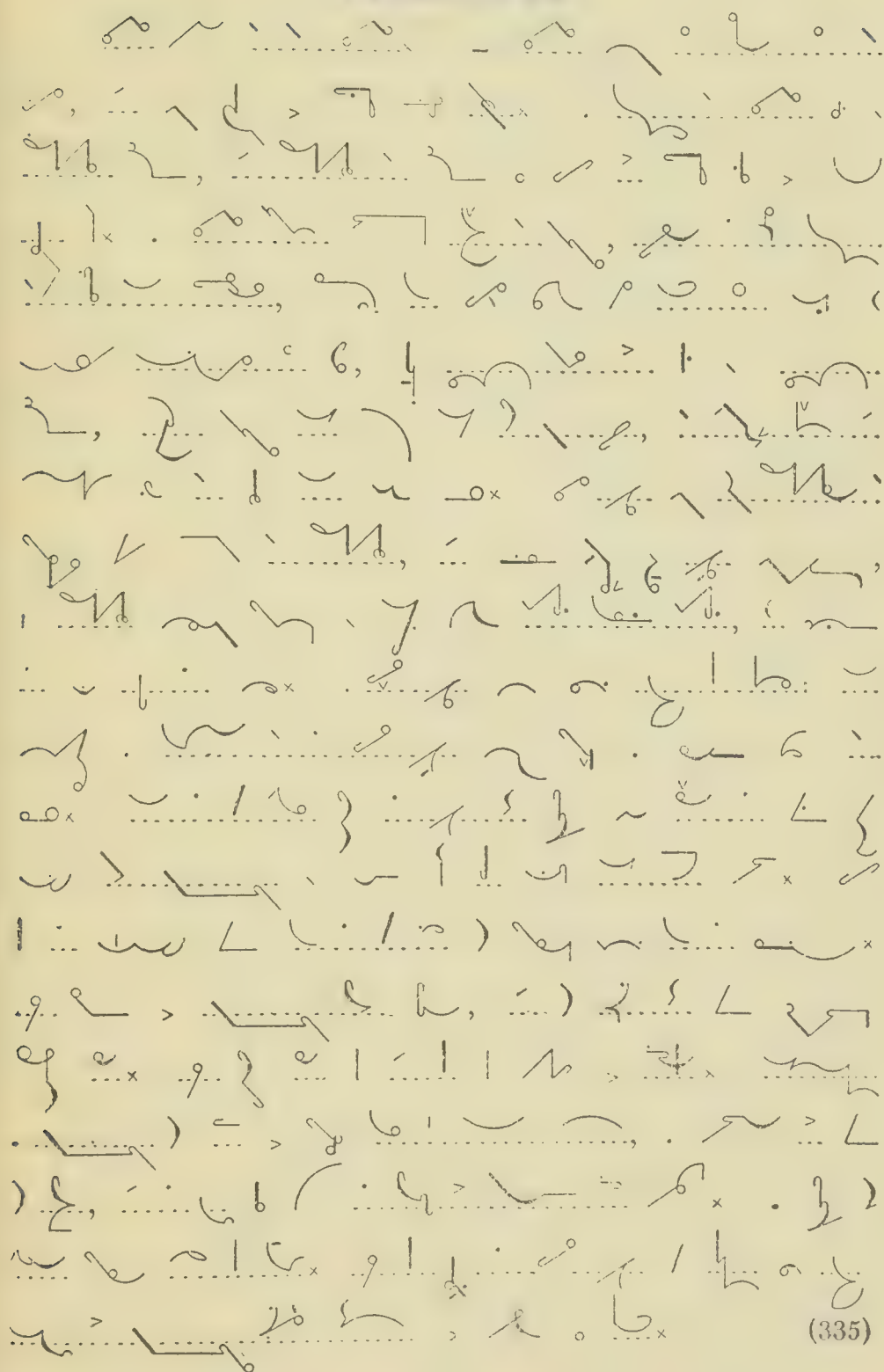
Central Filing



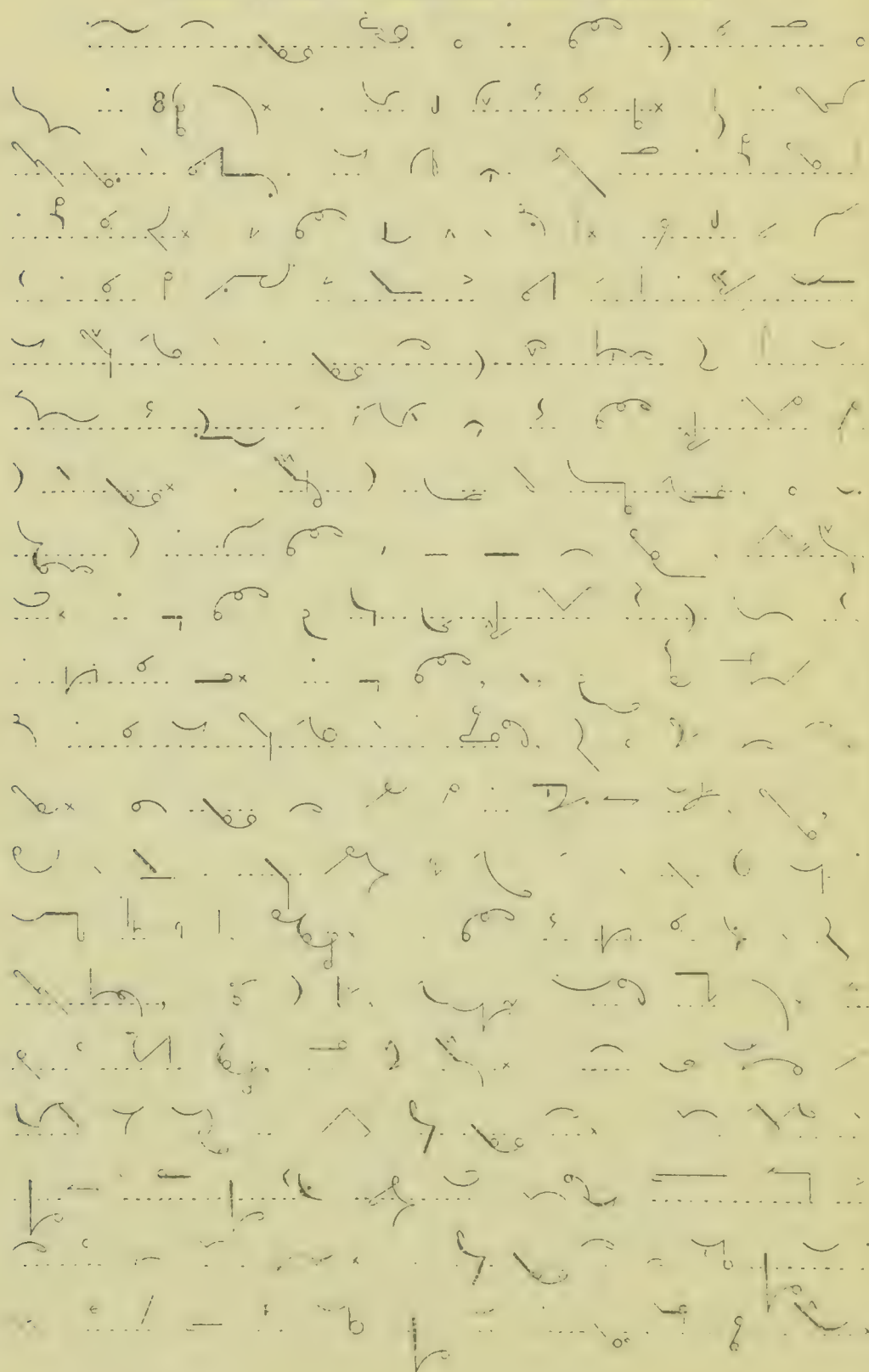
The Management of a Corporation

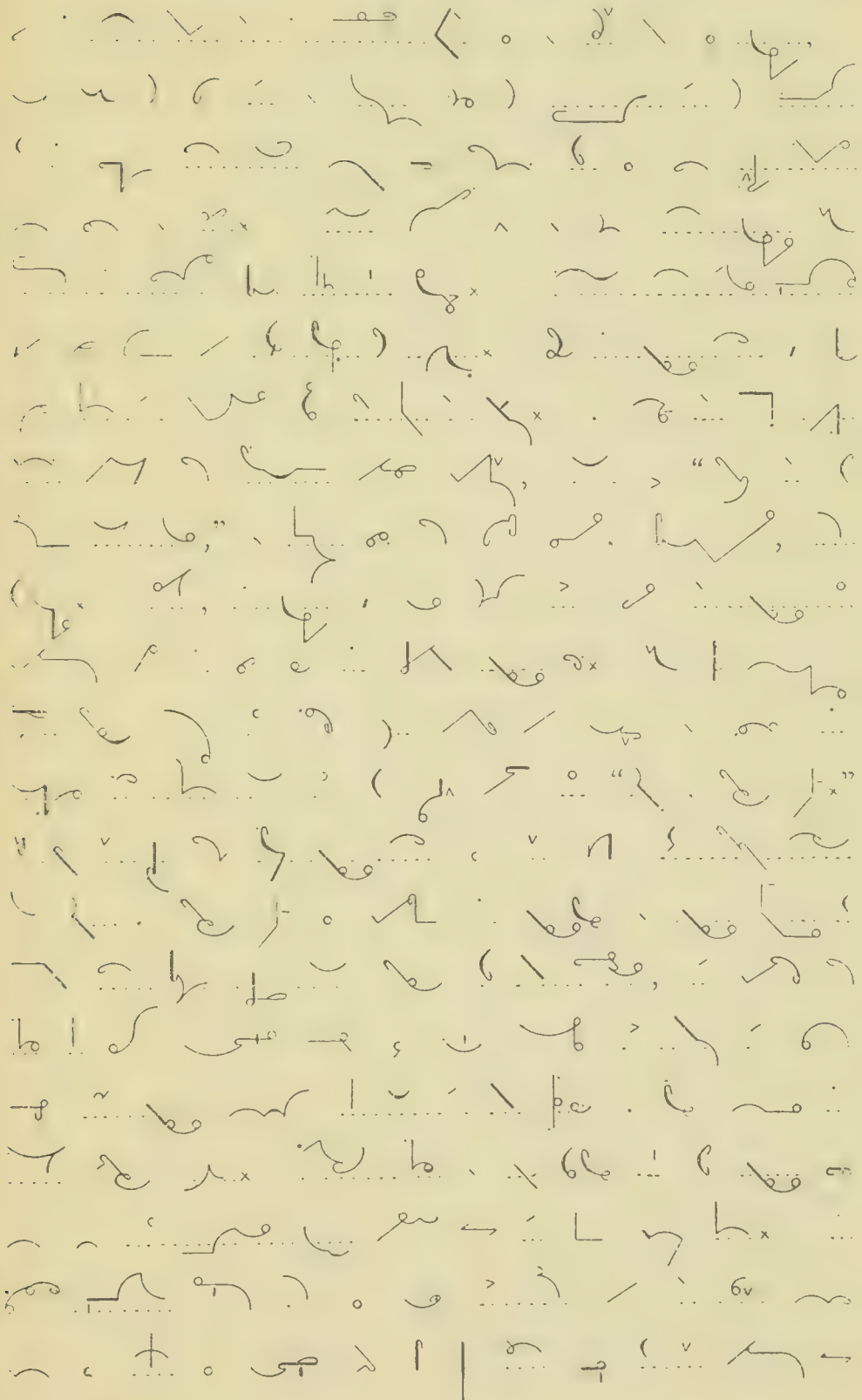
Handwriting practice sheet for the letter 'r' on lined paper. The page contains 13 rows of cursive 'r' characters, each row starting with a number (1-13) and followed by a series of 'r's. Some 'r's are marked with an 'x' to indicate a correction or a specific stroke. The page is numbered '13' in the top left corner and '(297)' in the bottom right corner.

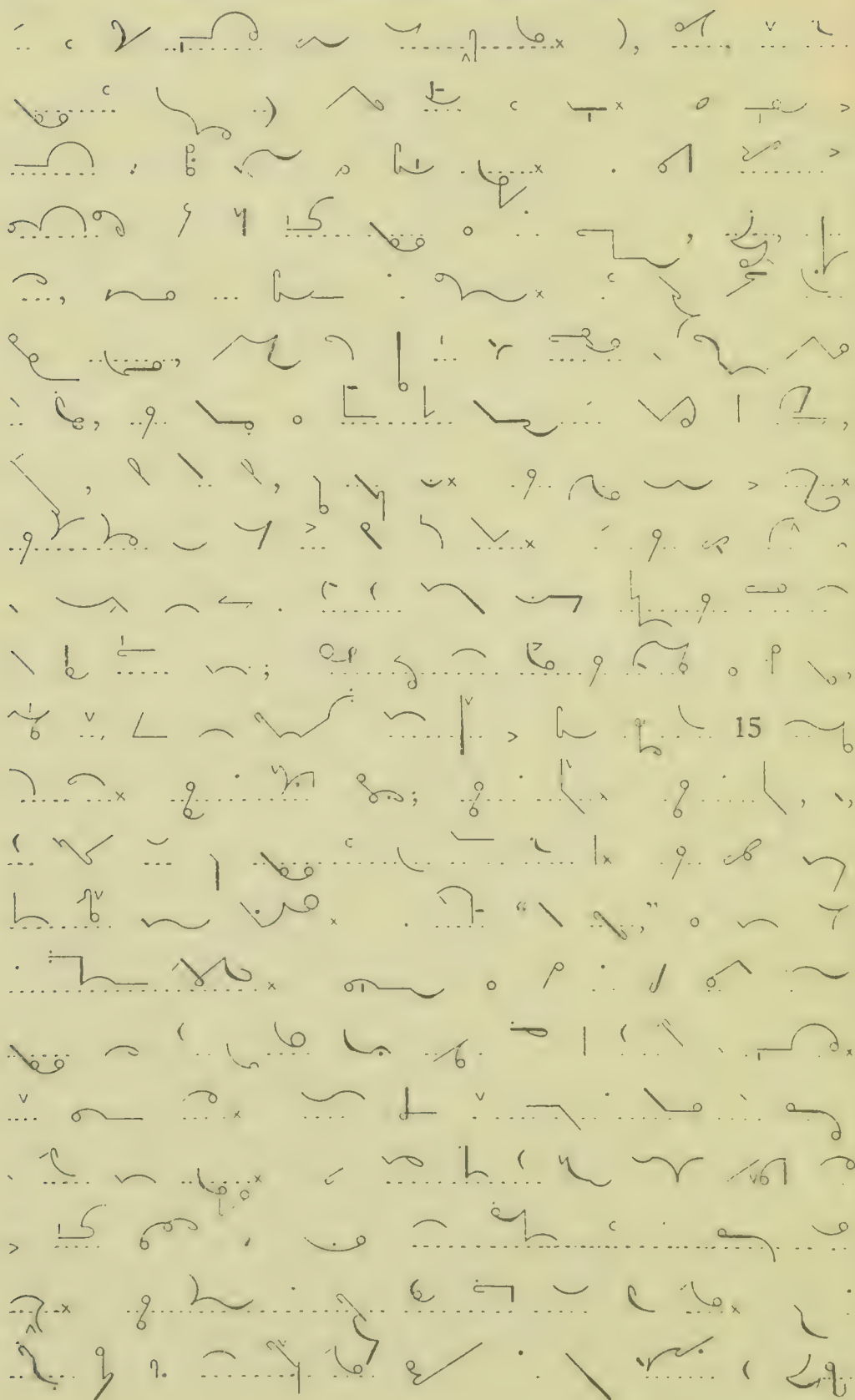
Habits of Work

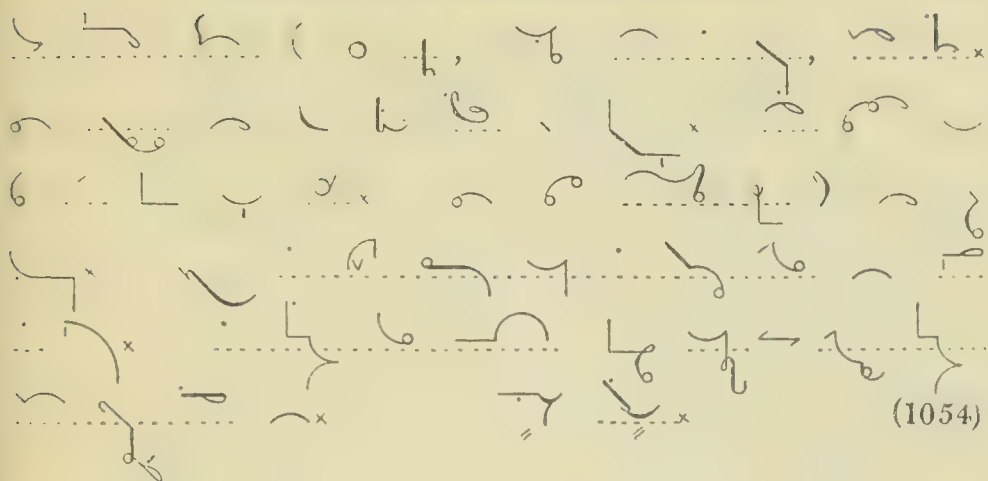


Some Hints of Business Good Manners
















































































































































(1054)



























































PHRASES IN COMMON USE























































| | |
|---|---|
|  able to give |  at all events |
|  able to make |  at all times |
|  above named |  at any rate |
|  additional cost |  at first cost |
|  additional expense |  at once |
|  again and again |  at some time |
|  all over the world |  at the present day |
|  all parts of the world |  at the present time |
|  always has been |  at the same time |
|  and if you should be |  at your early |
|  and the contrary |  convenience |
|  any longer than |  Bank of Montreal |
|  Articles of Association |  before him |
|  as a general rule |  before there is |
|  as a matter of course |  best class |
|  as a matter of fact |  best of my ability |
|  as a matter of form |  best of our ability |
|  as a rule |  best of their ability |
|  as far as possible |  best of your ability |
|  as it were |  best wishes |
|  as much as possible |  between them |
|  as soon as |  bill of lading |
|  as soon as convenient |  board of directors |
|  as we can |  Board of Education |
|  as we have |  Board of Railway |
|  as we think |  Commissioners |
|  as well as |  brought forward |



























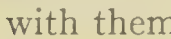


 by return mail
 by the way
 Canadian Bank of
Commerce
 Canadian Bankers'
Association
 Canadian Customs
Duties
 Canadian National
Express
 Canadian National
Railways
 Canadian Pacific
Express Company
 Canadian Pacific
Railway
 careful attention
 Chamber of Commerce
 City Council
 Commission Govern-
ment
 Council of the City of
 counsel for the defence
 counsel for the plaintiff
 Court of Appeals
 Court of Claims
 Dear Sir
 deeper and deeper
 deliver immediately






























 depend upon it
 difference of opinion
 director's report
 District Attorney
 each of which
 early consideration
 early convenience
 early reply
 east and west
 facts of the case
 faithfully yours
 faster and faster
 Federal Government
 fire insurance
 first class
 for he was
 for he would not
 for some time
 for the first time
 for the purpose of
 for the sake of
 free on board (f.o.b.)
 from first to last
 from time to time
 full particulars
 general manager
 Grand Trunk Railway
 has been received
 having regard to

| | |
|---|---|
|  he is the |  I have received |
|  House of Commons |  I have the |
|  Houses of Parliament |  I have to inform you |
|  how can there be |  I hope there will be |
|  how can they |  I hope you will |
|  I am |  I hope you will not |
|  I am directed to state |  I know there is |
|  I am in receipt of your
letter |  I may |
|  I am instructed to
state |  I may be |
|  I am not |  I regard |
|  I am requested to
state |  I regret |
|  I am sorry |  I regret to say |
|  I am surprised |  I regret to state |
|  I am very sorry |  I say |
|  I ask attention |  I see |
|  I can |  I shall arrange |
|  I can assure you |  I shall be compelled |
|  I do not <i>or</i> I had not |  I shall be pleased |
|  I do not understand |  I shall be there |
|  I did not |  I thank you |
|  I expect to receive |  I think |
|  I have |  I think the |
|  I have been |  I think you should be |
|  I have been informed |  I trust you will not |
|  I have concluded |  I will |
|  I have had |  I will be |
| |  if it |
| |  if it is |
| |  if it were possible |

| | |
|--|---|
|  if you should be |  it can only be |
|  in a few days |  it is said |
|  in a great measure |  it is the |
|  in accordance with |  it must be |
|  in accordance with the |  it must have been |
|  in connection with the |  it would be |
|  in consequence of |  just possible |
|  in like manner |  just received |
|  in order |  large number of |
|  in order that |  last month |
|  in order to |  last time |
|  in order to know |  last week |
|  in other words |  last year |
|  in reference to |  less and less |
|  in regard to |  life assurance |
|  in relation to |  medical association |
|  in reply |  medical authorities |
|  in such a manner as |  merchants' association |
|  in the Assembly |  Minister of Labour |
|  in the first instance |  Monday morning |
|  in the first place |  more and more |
|  in the second place |  more or less |
|  in this city |  my attention has been |
|  in this statement |  called |
|  in which it is |  necessary consequence |
|  Insurance Co. |  of |
|  into effect |  needless to say |
|  is it worth while |  New York City |
|  it appears to have been |  next time |

| | | | |
|---|--------------------------|---|-----------------------------------|
|  | next week |  | rather than |
|  | no longer than |  | referring to our invoice |
|  | north and south |  | referring to our letter |
|  | on either hand |  | referring to your letter |
|  | on either side |  | referring to yours |
|  | on the contrary |  | respectfully yours |
|  | on the one hand |  | Royal Trust Co. |
|  | on the other hand |  | satisfactory conclusion |
|  | one or two |  | Secretary of State |
|  | out of the question |  | Secretary of the Treasury |
|  | over and over again |  | Senate Chamber |
|  | Party Leader |  | shall be taken into consideration |
|  | passenger train |  | shipping department |
|  | peculiar circumstances |  | side by side |
|  | please forward |  | six or seven |
|  | please inform us |  | some time ago |
|  | please let me know |  | sooner or later |
|  | please let us know |  | special rates |
|  | please make arrangements |  | state of affairs |
|  | please note |  | state of business |
|  | please quote us |  | statement of account |
|  | postal order |  | take-n into consideration |
|  | Postmaster-General |  | tax payers |
|  | Prime Minister |  | telegraph office |
|  | Provincial Government |  | they were |
|  | quite as well |  | this month |
|  | quite correct | | |
|  | rate of interest | | |

 this week
 three or four
 to go
 to him
 to the contrary
 towards one another
 traders' association
 Tuesday afternoon
 two or three
 under the circum-
 stances
 up-to-date
 U.S. Customs Duties
 unsatisfactory conclu-
 sion
 very truly yours
 vice versa
 we are in a position
 we beg to quote you
 we know there is not
 we think there is
 we were
 Wednesday evening
 what can be
 what do you
 what is the matter
 with them
 what may be
 when the

 when they
 whether or not
 why do you
 why have you
 with each
 with much
 with reference to
 with regard to
 with relation to
 with respect to
 with the
 with which
 worth while
 yesterday afternoon
 you are not
 you can
 you may
 you may as well
 you may be
 you may not
 you must receive
 you should be
 you were not
 you will
 you will be
 you will not
 your reply
 yours respectfully
 yours truly

GRAMMALOGS AND CONTRACTIONS

Arranged in the order in which they are given in the preceding pages

LESSON I. $\dot{_}$ a or an, \cdot the, $\dot{_}$ all, \backslash too or two, \backslash of, \backslash to, $\overset{!}{_}$ on, \mid but, $\overset{!}{_}$ (up) and, \swarrow (up) should, $\overset{!}{_}$ (down) awe, aught, or ought, \swarrow who, \swarrow put, \backslash be, \swarrow to be, \mid it.

LESSON II. \mid had, \mid do, \mid different or difference, \swarrow much, \swarrow which, \swarrow large, $_$ can, $_$ come, $_$ go, $_$ give or given, \backslash for, \backslash have, \backslash thank or thanked, \backslash think, $_$ as or has, \circ is or his.

LESSON III. \backslash though, \backslash them, \backslash was, \swarrow whose, \swarrow shall, \swarrow wish, \swarrow usual-ly, $_$ me, $_$ him, $_$ in or any, $_$ own, $_$ language or owing, $_$ thing, $_$ young, \backslash your, \swarrow year, \swarrow we.

LESSON IV. \swarrow are, \swarrow our or hour, \backslash that, \backslash without, \backslash sent, $_$ quite, $_$ could, $_$ most, $_$ influence, $_$ influenced, $_$ next, \circ first, $_$ myself, $_$ himself.

LESSON V. $_$ because, \mid itself, \backslash those, \backslash this, \backslash thus, \backslash several, \backslash themselves, \swarrow ourselves, $_$ influences, $_$ anything, $_$ something, $_$ nothing, \circ as is, \circ is as.

LESSON VI. \wedge how, ---^{L} why, ---^{c} with, c when,
 ---^2 what, v would, $\text{---}^{\text{^}}$ beyond, ^ you, $\text{---}/$ acknowledge,
 $/$ knowledge, $\text{---}/$ acknowledged, $\text{---}^{\text{'}}$ O, Oh *or* owe, , he.

LESSON VII. $\text{---}\backslash$ special *or* specially, $\text{---}\text{X}$ speak,
 $\text{---}|$ dollar, $\text{---}|$ dollars, $\text{---}\backslash$ establish-ed-ment, $\text{---}\backslash$ expect-ed,
 $\text{---}\backslash$ unexpected, $\text{---}\text{---}$ altogether, --- together, $\text{---}\text{v}$ insur-
 ance, $\text{---}\text{L}$ January, $\text{---}\backslash$ February, $\text{---}\backslash$ November *or* never,
 $\text{---}\text{f}$ yesterday, $\text{---}\text{---}$ regular, $\text{---}\text{---}$ irregular.

LESSON VIII. $\text{---}\text{X}$ people, $\text{---}\text{X}$ belief-ve-d, $\text{---}|$ tell, $\text{---}\text{f}$ till,
 $\text{---}|$ deliver-ed-y, $\text{---}/$ largely, $\text{---}\text{---}$ call, --- equal-ly, $\text{---}|$ truth,
 $\text{---}|$ doctor, $\text{---}|$ dear, $\text{---}\text{f}$ during, $\text{---}\text{X}$ principal-le-ly,
 $\text{---}\backslash$ liberty, $\text{---}\backslash$ member *or* remember-ed, $\text{---}\text{X}$ number-ed,
 $\text{---}/$ larger, --- care, $\text{---}\text{---}$ surprise, $\text{---}\text{---}$ surprised.


















LESSON IX. $\text{---}\text{---}$ over, $\text{---}\text{---}$ however, $\text{---}\text{---}$ valuation,
 $\text{---}\text{---}$ their *or* there, $\text{---}\text{---}$ therefore, $\text{---}\backslash$ from, $\text{---}\backslash$ very, $\text{---}\text{---}$ sure,
 $\text{---}\text{v}$ pleasure, $\text{---}\text{---}$ more *or* remark-ed, $\text{---}\backslash$ remarkable-y,
 --- Mr. *or* mere, $\text{---}\text{---}$ nor, --- near.


















LESSON X. $\text{---}\backslash$ been, $\text{---}/$ general-ly, $\text{---}\text{---}$ within, $\text{---}\text{C}$ south-
 ern, $\text{---}\text{---}$ northern, $\text{---}\text{v}$ opinion, $\text{---}\text{---}$ balance, $\text{---}|$ deliver-
 ance, $\text{---}\text{---}$ signify-ied-ficant, $\text{---}\text{---}$ significance, $\text{---}\backslash$ behalf,
 $\text{---}|$ advantage, $\text{---}\text{f}$ difficult, $\text{---}\text{f}$ difficulty.















LESSON XI. \ public-sh-ed, \ publication,
 \ subject-ed, \ subjective, \ subjection, \ signifi-
 cation, \ subscribe-d, \ subscription, \ inform-ed,
 \ informer, \ information, \ represent-ed,
 \ representative, \ representation, \ satisfaction,
 \ satisfactory, \ organization, \ organize-d,
 \ generalization, \ justification, \ responsible-ility,
 \ irresponsible-ility, \ circumstance, \ circumstances,
 \ circumstantial.


















LESSON XII. \ important-ce, \ improve-d-ment,
 \ impossible, \ improves-ments, \ whether, \ prac-
 tice-d, \ practicable, \ especial-ly, \ commercial-ly,
 \ financial-ly, \ questionable-ly, \ uniform-ly-ity,
 \ unanimous-ly, \ executive, \ defective,
 \ republic, \ republican.





















LESSON XIII. \ accord-ing *or* according to, \ cared,
 \ guard, \ great, \ called, \ equalled *or* cold,
 \ gold, \ cannot, \ gentleman, \ gentlemen,
 \ particular, \ opportunity, \ build-ing, \ told,
 \ tried, \ trade *or* toward, \ towards, \ third, \ short,
 \ spirit, \ hand, \ under, \ yard, \ word, \ school,
 \ schooled, \ immediate, \ expenditure.












LESSON XIV.  rather *or* writer,  wonderful-ly,
 influential-ly,  character,  characteristic,
 interest,  respect-ed,  respectful,
 prejudice-d-ial,  advertise-d-ment,  telegram,
 telegraphic,  arbitrate,  arbitrary,  arbitration,
 discharge-d,  certificate.

LESSON XV.  peculiar-ity,  probable-ly-ility,
 instructive,  instruction,  inconsiderate,  enlarge,
 enlarged,  enlargement,  selfish-ness,  inscribe-d,
 inscription,  production,  reproduction,
 objection,  introduction,  demonstrate,
 demonstration.

LESSON XVI.  nevertheless,  notwithstanding,
 perform-ed,  performs-ance,  efficient-ly-cy,
 sufficient-ly-cy,  deficient-ly-cy,  proficient-ly-cy,
 inspect-ed-ion,  expensive,  distinguish-ed,
 relinquish-ed,  appointment,  emergency.

LESSON XVII.  proportion-ed,  proportionate-ly,
 description,  capable,  electric,  electrical,
 electricity,  magnetic-ism,  individual-ly,
 whatever,  whenever,  intelligent-ly,  intelligence,
 intelligible-ly,  investigation,  investment,
 Parliamentary.

LESSON XVIII.  bankruptcy,  cross-examine-d
 -ation,  England,  English,  enthusiastic-iasm,
 familiar-ity,  familiarize,  inconvenient-ce,
 incorporated,  indispensable-ly,  mortgage-d,
 neglect-ed,  negligence,  legislative,
 legislature,  organizer,  preliminary,
 reform-ed,  universe,  prospectus.

LESSON XIX.  govern-ed,  government,
 manufacture-d,  manufacturer,  exchange-d,
 independent-ly-ce,  sensible-ly-ility,  maximum,
 minimum,  universal,  mechanical-ly.

GRAMMALOGS

(IN THE LESSONS)

Arranged alphabetically

The numbers given before each word indicate the number of the Lesson in which the word occurs.

| | | | | | |
|-----------------|-------|-----------------|-------|-------------------|---|
| A | | 13 building | s | 7 dollar | 1 |
| 1 a | | 1 but | . | 7 dollars | 1 |
| 13 accord | | | | 8 during | 1 |
| 13 according | | C | | | |
| 13 according to | | 8 call | | E | |
| 10 advantage | | 13 called | | 8 equal | 1 |
| 1 all | | 2 can | | 13 equalled | 1 |
| 1 an | | 13 cannot | | 8 equally | 1 |
| 1 and | | 8 care | | | |
| 3 any | | 13 cared | | F | |
| 4 are | | 11 circumstance | | 4 first | 1 |
| 2 as | | 13 cold | | 2 for | 1 |
| 5 as is | | 2 come | | 9 from | 1 |
| 1 aught | | 4 could | | | |
| 1 awe | | | | G | |
| B | | D | | 10 general | 1 |
| 10 balance | | 8 dear | | 11 generalization | 1 |
| 1 be | | 8 deliver | | 10 generally | 1 |
| 5 because | | 10 deliverance | | 13 gentleman | 1 |
| 10 been | | 8 delivered | | 13 gentlemen | 1 |
| 10 behalf | | 8 delivery | | 2 give | 1 |
| 8 belief | | 2 difference | | 2 given | 1 |
| 8 believe | | 2 different | | 2 go | 1 |
| 8 believed | | 10 difficult | | 13 gold | 1 |
| 6 beyond | | 2 do | | 13 great | 1 |
| 13 build | | 8 doctor | | 13 guard | 1 |



| | | | |
|----------------|---|------------------|-----------------|
| H | | 1 it | 6 Oh ! |
| 2 had | ┌ | 5 itself | 1 on |
| 13 hand | ┐ | J | 10 opinion |
| 2 has | ° | 11 justification | 13 opportunity |
| 2 have | ┐ | L | 1 ought |
| 6 he | · | 3 language | 4 our |
| 3 him | ┐ | 2 large | 5 ourselves |
| 4 himself | ┐ | 8 largely | 9 over |
| 2 his | ° | 8 larger | 6 owe |
| 4 hour | ┐ | 8 liberty | 3 owing |
| 6 how | ^ | M | 3 own |
| 9 however | ┐ | 3 me | P |
| I | | 8 member | 13 particular |
| 12 importance | ┐ | 9 mere | 8 people |
| 12 important | ┐ | 9 more | 9 pleasure |
| 12 impossible | ┐ | 4 most | 8 principal |
| 12 improve | ┐ | 9 Mr. | 8 principally |
| 12 improved | ┐ | 2 much | 8 principle |
| 12 improvement | ┐ | 4 myself | 1 put |
| 3 in | ┐ | N | Q |
| 4 influence | ┐ | 9 near | 4 quite |
| 4 influenced | ┐ | 4 next | R |
| 11 information | ┐ | 9 nor | 14 rather |
| 15 inscribe | ┐ | 10 northern | 9 remark |
| 15 inscribed | ┐ | 8 number | 9 remarked |
| 15 inscription | ┐ | 8 numbered | 8 remember |
| 15 instruction | ┐ | O | 8 remembered |
| 15 instructive | ┐ | 6 O! | S |
| 2 is | ° | 1 of | 11 satisfaction |
| 5 is as | ° | | 13 school |




| | | | | | |
|------------------|----|--------------|------|----------------|-----|
| 13 schooled | e | 4 that | c | V | |
| 15 selfish | y | 1 the | . | 9 valuation | c |
| 15 selfishness | y | 9 their |) | 9 very | \ |
| 4 sent | e | 3 them | (| | |
| 5 several | e | 5 themselves | 6 | W | |
| 3 shall | / | 9 there |) | 3 was |) |
| 13 short | 2 | 9 therefore |) | 3 we | ✓ |
| 1 should | , | 3 thing |) | 6 what | 2 |
| 10 significance | f | 2 think | (| 6 when | c |
| 10 significant | f | 13 third | y | 12 whether | ✓ |
| 11 signification | f | 5 this | c | 2 which | / |
| 10 signified | f | 5 those | c | 1 who | , |
| 10 signify | f | 3 though | (| 3 whose | -) |
| 10 southern | c | 5 thus | -c- | 6 why | l |
| 7 speak | s | 8 till | -f- | 3 wish | -) |
| 7 special | \ | 1 to | \ | 6 with | c |
| 7 specially | \ | 1 to be | -/\- | 10 within | -(- |
| 13 spirit | a | 13 told | f | 4 without | (|
| 11 subject | \ | 1 too | \ | 14 wonderful | ✓ |
| 11 subjected | \ | 13 toward | y | 14 wonderfully | ✓ |
| 11 subjection | s | 13 towards | b | 13 word | \ |
| 11 subjective | s | 13 trade | y | 6 would | , |
| 9 sure | -y | 13 tried | -y | 14 writer | / |
| 8 surprise | s | 8 truth | y | | |
| 8 surprised | s | 1 two | \ | Y | |
| T | | U | | 13 yard | -) |
| 8 tell | f | 13 under | -) | 3 year | -)- |
| 2 thank | (| 3 usual | / | 6 you | ^ |
| 2 thanked | (| 3 usually | / | 3 young | -) |
| | | | | 3 your | \ |

CONTRACTIONS














(IN THE LESSONS)

Arranged alphabetically

These lists of Contractions do not contain all of the words which may be contracted in accordance with the directions given in Lesson XX of the *New Era Course*. A few examples of such words are given, however, as a reminder to the student of the rules for contracting similar words. [A prefix or a suffix may be attached to a contracted form; as  *productive*,  *reproductive*;

 *respect*,  *respectful*,  *disrespectful*.]


A








6 acknowledge 
 6 acknowledged 
 20 administrate 
 20 administration 
 20 administrative 
 14 advertise-d-ment 
 7 altogether 
 5 anything 
 16 appointment 
 14 arbitrary 
 14 arbitrate 
 14 arbitration 
 20 assignment 

B











18 bankruptcy 

C

17 capable 

14 certificate 
 14 character 
 14 characteristic 
 11 circumstantial 
 12 commercial-ly 
 20 contingency 
 18 cross-examine-d-ation 

D

20 danger 
 12 defective 
 16 deficient-ly-cy 
 15 demonstrate 
 15 demonstration 
 17 description 
 20 destruction 
 10 difficulty 
 14 discharge-d 
 16 distinguish-ed 

E

| | |
|----------------------|-------------|
| 16 efficient-ly-cy | ∪ |
| 17 electric | ∟ |
| 17 electrical | ∟ |
| 17 electricity | 4 |
| 16 emergency | ~} |
| 18 England | ∪ |
| 18 English | ∪ |
| 15 enlarge | + |
| 15 enlarged | + |
| 15 enlargement | + |
| 20 entertainment | ~} |
| 18 enthusiastic-iasm | ~} |
| 12 especial-ly | ~} |
| 7 establish-ed-ment |X..... |
| 19 exchange-d | 7 |
| 12 executive | |
| 7 expect-ed | 7 |
| 13 expenditure | 7 |
| 16 expensive | 7 |

F

| | |
|-----------------|----|
| 18 familiar-ity | ~} |
| 18 familiarize | ~} |
| 7 February | ~} |
| 12 financial-ly | ~} |

G

| | |
|---------------|---|
| 19 govern-ed | 7 |
| 19 government | 7 |

I

| | |
|---------------------|----|
| 13 immediate | ~} |
| 20 imperfect-ion-ly | ~} |

| | |
|------------------------|-------|
| 15 inconsiderate | 7 |
| 18 inconvenient-ce | 7 |
| 18 incorporated | |
| 19 independent-ly-ce | ~} |
| 18 indispensable-ly | 7 |
| 17 individual-ly | ~} |
| 14 influential-ly | |
| 11 inform-ed | 7 |
| 11 informer | 7 |
| 16 inspect-ed-ion | 7 |
| 7 insurance | 7 |
| 17 intelligence | 7 |
| 17 intelligent-ly | 7 |
| 17 intelligible-ly | 7 |
| 14 interest | 7 |
| 15 introduction | 7 |
| 17 investigation | 7 |
| 17 investment | 7 |
| 7 irregular | 7 |
| 20 irrespective | 7 |
| 11 irresponsible-ility | 7 |

J

| | |
|-----------|---|
| 7 January | 7 |
|-----------|---|

K


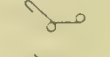




| | |
|-------------|---|
| 6 knowledge | 7 |
|-------------|---|

L

| | |
|----------------|---|
| 18 legislative | 7 |
| 18 legislature | 7 |

M

| | |
|------------------|-------|
| 17 magnetic-ism | |
| 19 manufacture-d | ~} |

19 manufacturer 20 manuscript 19 maximum 19 mechanical-ly 19 minimum 18 mortgage-d **N**18 neglect-ed 18 negligence 7 never 16 nevertheless 6 New York 5 nothing 16 notwithstanding 7 November **O**20 object-ed 15 objection 20 objective 20 obstruction 11 organization 11 organize-d 18 organizer **P**17 parliamentary 20 passenger 15 peculiar-ity 16 perform-ed 16 performs-ance 12 practicable 12 practice-d 14 prejudice-d-ial-ly 18 preliminary 15 probable-ly-ility 15 production 20 productive 16 proficient-ly-cy 17 proportion-ed 17 proportionate-ly 20 prospect 18 prospectus 11 public 11 publication 11 publish-ed **Q**12 questionable-ly **R**18 reform-ed 7 regular 16 relinquish-ed 9 remarkable-ly 20 remonstrate 11 represent-ed 11 representation 11 representative 15 reproduction 12 republic 12 republican 14 respect-ed 14 respectful 20 respective 11 responsible-ility 

S

| | |
|----------------------|--|
| 11 satisfactory | |
| 19 sensible-ly-ility | |
| 5 something | |
| 11 subscribe-d | |
| 11 subscription | |
| 16 sufficient-ly-cy | |
| 20 suspect-ed | |

T

| | |
|----------------|--|
| 14 telegram | |
| 14 telegraphic | |
| 7 together | |

U

| | |
|-------------------|--|
| 12 unanimous-ly | |
| 7 unexpected | |
| 12 uniform-ly-ity | |
| 19 universal | |
| 18 universe | |
| 6 United States | |






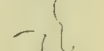

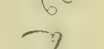









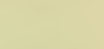





































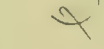

W

| | |
|-------------|--|
| 17 whatever | |
| 17 whenever | |

Y

















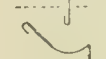














| | |
|-------------|--|
| 7 yesterday | |
|-------------|--|
















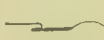
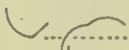






















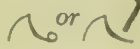


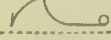


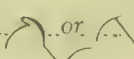









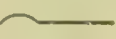


ADDITIONAL CONTRACTIONS


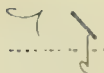





















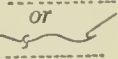


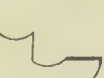




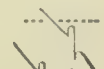




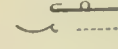

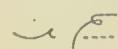









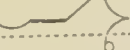



| A | | M | |
|------------------|---|-----------------|---|
| abandonment |  | marconigram |  |
| abstraction |  | mathematical-ly |  |
| abstractive |  | mathematician |  |
| administrator |  | mathematics |  |
| administratrix |  | messenger |  |
| amalgamate |  | metropolitan |  |
| amalgamation |  | ministration |  |
| arbitrator |  | ministry |  |
| attainment |  | misfortune |  |
| C | | O | |
| contentment |  | obstructive |  |
| D | | P | |
| dangerous |  | performer |  |
| democracy-atic |  | perpendicular |  |
| denomination-al |  | perspective |  |
| destructive |  | project-ed |  |
| destructively |  | prospective |  |
| E | | publisher |  |
| enlarger |  | R | |
| enlightenment |  | recoverable |  |
| everything |  | reformer |  |
| executor |  | remonstrance |  |
| expediency |  | remonstrant |  |
| extinguish-ed |  | removable |  |
| F | | respectively |  |
| falsification |  | S | |
| familiarization |  | stranger |  |
| I | | substantial-ly |  |
| identical |  | sympathetic |  |
| identification |  | U | |
| imperturbable |  | unanimity |  |
| irrecoverable-ly |  | university |  |
| irremovable-ly |  | unprincipled |  |
| irrespectively |  | | |


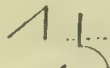

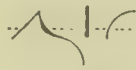



CITIES AND TOWNS OF CANADA



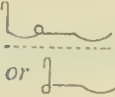







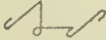
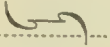

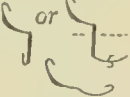











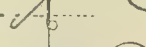



Arranged alphabetically

| | | | |
|----------------------------|---|------------------------|--|
| Amherst (N. S.) |  | Carleton Place (Ont.) |  |
| Antigonish (N. S.) |  | Charlottetown (P.E.I.) |  |
| Arnprior (Ont.) |  | Chatham (Ont.) |  |
| Aurora (Ont.) |  | Chicoutimi (Que.) |  |
| Aylmer (Ont.) |  | Chilliwack (B. C.) |  |
| Bagotville (Que.) |  | Clinton (Ont.) |  |
| Barrie (Ont.) |  | Coaticook (Que.) |  |
| Bathurst (N. B.) |  | Cobalt (Ont.) |  |
| Beauharnois (Que.) |  | Cobourg (Ont.) |  |
| Belleville (Ont.) |  | Cochrane (Ont.) |  |
| Bowmanville (Ont.) |  | Collingwood (Ont.) |  |
| Bracebridge (Ont.) |  | Coppercliff (Ont.) |  |
| Brampton (Ont.) |  | Cornwall (Ont.) |  |
| Brandon (Man.) |  | Cranbrook (B. C.) |  |
| Brantford (Ont.) |  | Cumberland (B. C.) |  |
| Bridgeburg (Ont.) |  | Dalhousie (N. B.) |  |
| Bridgewater (N. S.) |  | Dartmouth (N. S.) |  |
| Bromptonville (Que.) |  | Dauphin (Man.) |  |
| Buckingham (Que.) |  | Dawson (Yukon) |  |
| Burlington (Ont.) |  | Digby (N. S.) |  |
| Calgary (Alta.) |  | Dominion (N. S.) |  |
| Campbellford (Ont.) |  | Drumheller (Alta.) |  |
| Campbellton (N. B.) |  | Drummondville (Que.) |  |
| Camrose (Alta.) |  | Duncan (B. C.) |  |
| Cap de la Madeleine (Que.) |  | Dundas (Ont.) |  |
| Carman (Man.) |  | Dunnville (Ont.) |  |

| | | | |
|---------------------|---|--------------------|---|
| Eastview (Ont.) |  | Ingersoll (Ont.) |  |
| Edmonton (Alta.) |  | Inverness (N. S.) |  |
| Edmundston (N. B.) |  | Joliette (Que.) |  |
| Estevan (Sask.) |  | Jonquiere (Que.) |  |
| Farnham (Que.) |  | Kamloops (B. C.) |  |
| Fernie (B. C.) |  | Kamsack (Sask.) |  |
| Ford City (Ont.) |  | Kelowna (B. C.) |  |
| Fort Francis (Ont.) |  | Kenogami (Que.) |  |
| Fort William (Ont.) |  | Kenora (Ont.) |  |
| Fredericton (N. B.) |  | Kentville (N. S.) |  |
| Galt (Ont.) |  | Kincardine (Ont.) |  |
| Ganonoque (Ont.) |  | Kingston (Ont.) |  |
| Georgetown (Ont.) |  | Kitchener (Ont.) |  |
| Glace Bay (N. S.) |  | Lachine (Que.) |  |
| Goderich (Ont.) |  | Ladysmith (B. C.) |  |
| Granby (Que.) |  | La-Tuque (Que.) |  |
| Grand Falls (N. B.) |  | Lauzon (Que.) |  |
| Grand Forks (B. C.) |  | Leamington (Ont.) |  |
| Grandmere (Que.) |  | Lethbridge (Alta.) |  |
| Guelph (Ont.) |  | Levis (Que.) |  |
| Haileybury (Ont.) |  | Lindsay (Ont.) |  |
| Halifax (N. S.) |  | Listowel (Ont.) |  |
| Hamilton (Ont.) |  | Liverpool (N. S.) |  |
| Hanover (Ont.) |  | London (Ont.) |  |
| Hawkesbury (Ont.) |  | Longueuil (Que.) |  |
| Hespeler (Ont.) |  | Lunenburg (N. S.) |  |
| Hull (Que.) |  | Macleod (Alta.) |  |
| Humboldt (Sask.) |  | Magog (Que.) |  |
| Huntsville (Ont.) |  | Marysville (N. B.) |  |

| | | | |
|----------------------|---|----------------------|--|
| Meaford (Ont.) |  | North Battleford |  |
| Medicine Hat (Alta.) |  | (Sask.) | |
| Megantic (Que.) |  | North Bay (Ont.) |  |
| Melfort (Sask.) |  | Oakville (Ont.) |  |
| Melville (Sask.) |  | Orangeville (Ont.) |  |
| Merriton (Ont.) |  | Oshawa (Ont.) |  |
| Midland (Ont.) |  | Ottawa (Ont.) |  |
| Milltown (N. B.) |  | Outremont (Que.) |  |
| Mimico (Ont.) |  | Owen Sound (Ont.) |  |
| Minnedosa (Man.) |  | Paris (Ont.) |  |
| Moncton (N. B.) |  | Parry Sound (Ont.) |  |
| Montmagny |  | Parsboro (N. S.) |  |
| (Que.) |  | Pembroke (Ont.) |  |
| Montreal (Que.) |  | Penetanguishene |  |
| Moose Jaw (Sask.) |  | (Ont.) | |
| Nanaimo (B. C.) |  | Perth (Ont.) |  |
| Napanee (Ont.) |  | Peterboro' (Ont.) |  |
| Neepawa (Man.) |  | Petrolia (Ont.) |  |
| Nelson (B. C.) |  | Picton (Ont.) |  |
| New Glasgow (N. S.) |  | Pictou (N. S.) |  |
| New Liskeard (Ont.) |  | Ponoka (Alta.) |  |
| New Waterford |  | Port Arthur |  |
| (N. S.) | | (Ont.) | |
| New Westminster |  | Port Colborne (Ont.) |  |
| (B. C.) | | Port Hope (Ont.) |  |
| Newcastle (N. B.) |  | Portage la Prairie |  |
| Newmarket (Ont.) |  | (Man.) | |
| Niagara Falls (Ont.) |  | Prescott (Ont.) |  |
| Nicolet (Que.) |  | Preston (Ont.) |  |

| | | | |
|----------------------------|---|-----------------------|---|
| Prince Albert (Sask.) |  | St. Boniface (Man.) |  |
| Prince George (B. C.) |  | St. Catharines (Ont.) |  |
| Prince Rupert
(B. C.) |  | St. Henri (Que.) |  |
| Quebec (Que.) |  | St. Hyacinthe (Que.) |  |
| Red Deer (Alta.) |  | St. Jean
(Que.) |  |
| Regina (Sask.) |  | St. Jerome
(Que.) |  |
| Renfrew (Ont.) |  | St. John (N. B.) |  |
| Revelstoke (B. C.) |  | St. Mary's (Ont.) |  |
| Richmond (Que.) |  | St. Stephen (N. B.) |  |
| Rimouski (Que.) |  | St. Thomas (Ont.) |  |
| Rivière du Loup
(Que.) |  | Stellarton (N. S.) |  |
| Rockland (Ont.) |  | Stratford (Ont.) |  |
| Rossland (B. C.) |  | Strathcona (Alta.) |  |
| Sackville (N. B.) |  | Strathroy (Ont.) |  |
| Sandwich (Ont.) |  | Sturgeon Falls (Ont.) |  |
| Sarnia (Ont.) |  | Sudbury (Ont.) |  |
| Saskatoon (Sask.) |  | Summerside (P. E. I.) |  |
| Sault Ste. Marie
(Ont.) |  | Sussex (N. B.) |  |
| Selkirk (Man.) |  | Swift Current (Sask.) |  |
| Shawinigan Falls
(Que.) |  | Sydney (N. S.) |  |
| Sherbrooke (Que.) |  | Taber (Alta.) |  |
| Simcoe (Ont.) |  | Thetford Mines (Que.) |  |
| Smith's Falls (Ont.) |  | Thorold (Ont.) |  |
| Sorel (Que.) |  | Three Rivers (Que.) |  |
| Springhill (N. S.) |  | Tillsonburg (Ont.) |  |
| | | Timmins (Ont.) |  |
| | | Toronto (Ont.) |  |

| | | | |
|---------------------|---|--------------------|--|
| Trail (B. C.) |  | Welland (Ont.) |  |
| Transcona
(Man.) | 
or  | Westmount (Que.) |  |
| Trenton (Ont.) |  | Weston (Ont.) |  |
| Truro (N. S.) |  | Westville (N. S.) |  |
| Valleyfield (Que.) |  | Wetaskiwin (Alta.) |  |
| Vancouver (B. C.) |  | Weyburn (Sask.) |  |
| Verdun (Que.) |  or  | Whitby (Ont.) |  |
| Vernon (B. C.) |  | Windsor (Ont.) |  |
| Victoria (B. C.) |  | Wingham (Ont.) |  |
| Walkerton (B. C.) |  | Winnipeg (Man.) |  |
| Walkerville (Ont.) |  | Wolfville (N. S.) |  |
| Wallaceburg (Ont.) |  | Woodstock (Ont.) |  |
| Waterloo (Ont.) |  | Yarmouth (N. S.) |  |
| | | Yorkton (Sask.) |  |

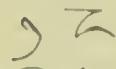
PROVINCES AND DISTRICTS OF CANADA

PROVINCES

Alberta (Alta.)



British Columbia (B. C.)



Manitoba (Man.)



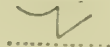
New Brunswick (N. B.)



Nova Scotia (N. S.)



Ontario (Ont.)



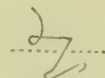
Prince Edward Island (P. E. I.)



Quebec (Que.)



Saskatchewan (Sask.)



DISTRICTS

Franklin



Keewatin



Mackenzie



Ungava



Yukon



INDEX

The figures refer to the paragraphs except where the page is mentioned

- Abbreviated *W*, 23
- Accom-*, Prefix, 54(b)
- Ality*, *-ility*, *-arity*, etc., 56(a)
- Aspirate, the; upward and downward *h*, 13
 - added to *w* and *wl*, 43(b)
 - tick and dot *h*, 19
- B* added to *m*, 43(c)
- Capitals, 4
- Circle *s* and *z*, 11(a, b)
 - s* added to *shun* hook, 41
- Circles and Loop prefixed to initial hooks, 29–30, 33
 - added to final hooks, 36(a), 37
- Circles *sw* and *ss*, 18
 - s*, *sw* and *ss* in phrasing, 63
- Cities and Towns of Canada, pages 191–195
- Compound Words, 62
- Con-*, *com-*, *cog-*, *cum-*, Prefixes, 54
- Consonants, 1, 10, 12
 - Compound, 43
 - Double, pages 42–54
 - Double-length, pages 86–92
 - Half-length, 16, 21(c), 37(a), 52, pages 77–85
 - Joining of, 6
 - Omission of, 44
- Contractions, alphabetically arranged, pages 186–190
- Contractions, Classified, 66
- D*, indicated by Halving Principle, 16, 21(c), 37(a), 52, and pages 77–85
 - half-sized, when disjoined, 45(b)
- Dear*, indicated by Doubling Principle, 53
- Diphone Signs, 57
- Diphthongs, 20
 - and Halving Principle, 21
 - Joined, 21
- Distinguishing Vowels, 64
 - Outlines, 65
- Double Consonants, pages 42–54
- Doubling Principle, pages 86–92
- F* and *N* Hooks, 36, 37, 38
- Figures, 59
- Fr*, *Vr*, etc., alternative forms for, 35
- fulness*, Termination, 56(d)
- G*, Omission of, 44(b)
- Gr*, added to *ng*, 33(c), 51(a)
- Grammalogs, Defined, 8
 - Alphabetically arranged, pages 183–185
 - Grammalogs and Contractions arranged in order, pages 178–182
- Gw*, Compound Consonant, 43
- Halving Principle, 16, 21(c), 37(a), 52, and pages 77–85
- Here*, Compounds of, 62
- In-*, Contraction for prefix, 54(f)
- ing*, Suffix, 56
- Initial Hooks to straight strokes, 29, 30
 - to curves, 33, 34
- Intersections, 60
- Intro*, Prefix, 54(c)
- It*, indicated by the Halving Principle, 48
- K*, Omission of, 44(b)
- Kr*, added to *ng*, 33(c), 51(a)
- Kw*, Compound consonant, 43

- L*, Double-length, standing alone, 51(c)
 hooked initially, 43(a)
 stroke joined to a circle and curve, 13
 upward and downward, 13, 28(b, c)
 hook, to curved strokes, 34
 to straight strokes, 29
-lessness, Termination, 56(d)
-logical-ly, Termination, 56(b)
 Loops *St* and *Str*, 15
-lousness, Termination, 56(d)
Lr, Compound consonant, 43(c)
 When to use, 43(d)
lt, final, 46(b)
-ly, Suffix, 56(f)
- Magna-e-i*, Prefix, 54(d)
-ment, Suffix, 56(c)
-mental-ly-ity, 56(c)
Mp, Compound Consonant, 43(c)
 double-length, 51
 half-length, 47
 hooked initially, 47
 hooked finally, 47
- N* and *F* hooks, 36, 37, 38
 Negative Prefixes, 55
Ng hooked, 33(c)
 double-length, 51(a)
 half-length, 47
Not expressed by the Halving Principle, 48
ns, *nss*, *nst*, *nstr*, After a curved stroke, 36(c)
- Omission of medial consonants, 44
 of obscure vowels, 17
 of words in phrasing, 63
Other, indicated by Doubling Principle, 53
- P* added to *m*, 43(c)
 omission of, 44(a)
 Phrases in common use, pages 172-174
 Phrasing, 24
 Advanced, 63
- Phrasing (*continued*)
 Circles *s*, *sw*, *ss*, and hooks *f*, *v*, *n* in, 63
 Doubling Principle in, 53
 Halving Principle in, 48
 Omission of *con* in, 63
 Omission of words in, 63
 Position, Defined, 5
 Indicated, 5, 7, 12
 of Double-length strokes, 49(b)
 of Half-length strokes, 45(c)
 of words beginning with *com-*, *con-*, 54(a)
 Practice Reading and Dictation, pages 135-171
 Prefixes, 54, 55
 Proper Names, 61
 Provinces and Districts of Canada, page 196
 Punctuation, 9
- R* added to *l* and *r*, 43(c)
 added to *mp* by doubling, 51
 half-length upward, not to stand alone, 16(d)
 upward and downward, 13(a), 28(a), 28(d)
 hook added to curved strokes, 33
 added to straight strokes, 30
Rd, *rt*, final, 46(a, b, c)
 Reading and Dictation Practice, pages 135-171
Rer, Compound Consonant, 43(c)
 when to use 43(d)
- S* and *z* circle, 11
 stroke, when written, 11(b), 26(a, b), 27, 27(a, b)
-self, Prefix, 54(e)
 Semicircle, Medial Use, 58
Sh, How written, 10
-ship, Suffix, 56(d)
Shl, How written, 34(a)
Shn, Preceded by a Triphone, 42
Shr, How written, 33(b)
Shun Hook, 39-42

- Suffixes and Terminations, 56
T, indicated by Halving Principle, 16, 21(c), 37(a), 52, and pages 77-85
 Half-length, disjoined after *t* or *d*, 45(b)
 Omission of, 44(c)
There, Compounds of, 62
 or *their* indicated by Doubling Principle, 53
 Tick *the*, 25
-tr, -dr, -thr, indicated by Doubling Principle, 49-53
 Triphones, 22
-ture, indicated by Doubling Principle, 51(b)
 Vowel *aw* joined initially, 21(a)
 Indication, 11(b), 13(a) 15(d), 16(c), 23, 26(a, b, c), 28(a, b, c, d), 31(b, c,) 35(b), 38(a), 40(c, d), 42-43(d, e), 46(a, d), 51(c)
 within *ss* circle, 18(a)
- Vowels, Dot, 2
 Before and after consonants, 4
 Between consonants, 7
 Dash, 14
 Intervening indicated, 32
 Obscure, short Omission of, 17
 Places, 3
 Signs for Consecutive, 57
W abbreviated, 23
-Ward, wart, Contraction for, 56(e)
Word and *would* in phrasing, 48
Wh, Compound Consonant, 43(b)
Where, Compounds of, 62
Whl, Compound Consonant, 43(b)
Wl, Compound Consonant, 43(a)
 Word Signs, 8
-yard, Contraction for, 56(e)
Z and *s* circle, 11(a, b)

SHORTHAND AIDS

SUPPLEMENTARY INSTRUCTION BOOKS

Supplementary Exercises in Isaac Pitman Shorthand. New Era Edition. Part I, 50c. Part II, 75c. Complete Edition, \$1.25.

A series of graded exercises on every rule in the system, specially compiled and adapted for use with the New Era "Course in Isaac Pitman Shorthand." Part I covers the first eleven lessons of the text. Part II the last nine. Each lesson includes approximately 150 words in beautifully engraved Shorthand, 150 in longhand, three or four letters in engraved Shorthand, and three or four letters in longhand. The exercises are models of up-to-date business expressions.

Graded Shorthand Tests in Isaac Pitman Shorthand. By WILLIAM BAIRD, Director, Shorthand Department, Central High School of Commerce, Toronto. In crown 8vo, cloth, 52 pp., \$1.00.

These Tests are arranged for use with the Canadian "Course in Isaac Pitman Shorthand," New Era Edition.

Graduated Tests in Isaac Pitman Shorthand. 80 pp., 25c.

A series of revisionary exercises, arranged on an entirely new plan, with the object of testing the student's knowledge of the system.

Progressive Studies in Phonography. 80c.

A simple and extended exposition of the principles of Pitman Shorthand.

Pitman's Shorthand Writing Exercises and Examination Tests. 220 pp., \$1.00. Key, \$1.30.

This work contains exhaustive classified lists of words illustrative of every rule in the system, and over one hundred graduated sentence exercises in ordinary print for writing or dictation practice.

Key to "Shorthand Writing Exercises." In Engraved Shorthand, \$1.30.

Concise Rules of Isaac Pitman Shorthand. 25c. By WILLIAM BAIRD, Director, Shorthand Department, Central High School of Commerce, Toronto, Canada. Paper covers.

Chats About Pitman's Shorthand. \$1.00.

Contains a series of thirty-five "Chats" on the System.

Lecturettes on Pitman's Shorthand. 96 pp., 80c. By JAMES HYNES.

Twenty-five informal and suggestive chats on the various Principles of the System.

Talks with Shorthand Students. 80c. By JAMES HYNES.

A series of thirty-four talks discussing in chatty style the whole system ; fully illustrated with Shorthand examples.

Pitman's Shorthand Catechism. 132 pp. 80c.

GRAMMALOGS AND CONTRACTIONS

Grammalogs and Contractions of Isaac Pitman Shorthand. Vest pocket size, 12c.

How to Practice and Memorize the Grammalogs. 32 pp., 20c.

An extremely useful book of Grammalogs for practice, and, in addition to a complete list, contains letters for dictation.

Memory Drills on the Wordsigns and Contractions of Pitman's Shorthand. 90 pp., 50c.

A very unique book. No teacher or student can afford to be without a copy. A new and practical way of memorizing the Wordsigns and Contractions.

SHORTHAND DICTIONARIES

Isaac Pitman Pocket Shorthand Dictionary. 234 pp., cloth gilt, \$1.00. Contains over 22,000 words, with their shorthand characters.

Isaac Pitman Shorthand Dictionary. New Era Edition. 390 pp., cloth, \$2.00.

Contains the Shorthand Outlines, beautifully printed from *engraved* characters, of over 62,000 words, with parallel Key in ordinary type. A separate list of proper names of persons and places, and alphabetical lists of the Grammalogs and Contractions are given. The work also contains a valuable analytical Introduction, with Index, which explains at length the treatment of particular classes of words, and contains over 1,000 illustrative examples.

English and Shorthand Dictionary. 850 pp., \$3.00.

"Library Edition," beautifully bound in attractive blue cloth, with gilt and ink lettering. Being an edition of the above work, with the addition of the *definition* of each word. Very suitable for Presentation purposes.

SPEED PRACTICE AND DICTATION

Business Letters for Dictation—Canadian Edition. Crown 8vo, cloth, \$1.00.

This work contains 400 letters, each a suitable model for business correspondence. They are arranged in the order of stenographic difficulty, with notes calling attention to the underlying principles of letter-writing.

In nearly all learning, good models are of paramount importance. This principle is of especial significance in the art of letter-writing. If a teacher makes use of carefully written letters as material for dictation, stenography pupils are furnished with an invaluable opportunity for learning the art of letter-writing.

Key to Business Letters for Dictation. New Era Edition. Crown 8vo, \$1.50.

Contains a series of model business letters in engraved shorthand, forming a Key to "Business Letters for Dictation."

Also published in 5 parts under the title of "Business Letters in Shorthand," each part 35c.

Brief Business Letters. Crown 8vo, 50c.

A series of Canadian business letters suitable for dictation to beginning classes.

Brief Business Letters in Shorthand. Crown 8vo, 50c.

Contains a series of Canadian business letters in engraved shorthand, forming a key to "Brief Business Letters."

Canadian Legal Forms—With Shorthand Vocabulary. Crown 8vo, 50c.

This book has been prepared primarily for students entering for the Business Educators' Association examinations in Shorthand, but it will be equally useful to all who desire to acquire a knowledge of the more or less common phrases used in the various legal documents.

Pitman's Advanced Speed Practice. Cloth \$1.20.

Contains special articles on "How to Obtain Speed," and counted and arranged so as to establish a standard for determining Shorthand speed.

Five Minute Speed Tests. In crown 8vo, 252 pp., \$1.00. With an Introduction on the Acquisition of Speed by P. P. JACKSON, Holder of Pitman's Speed Certificate at 210 Words per Minute.

This book contains 123 tests of miscellaneous matter counted for rates of speed varying from 80 to 200 words per minute. Valuable advice on speed acquisition will be found in the Introduction.

Tests for Speed Students. Size 7 in. by 5½ in. 144 pp., 80c.

This book contains a series of interesting articles, on widely varied subjects, the first section being in shorthand, and the second, which forms the KEY, in letterpress. The articles are each approximately 500 words in length.

Miscellaneous Dictation Tests for Shorthand Students. In crown 8vo, 80c.

This book contains a wide selection of articles on varied subjects, suitable for dictation to advanced speed classes. The matter is counted in such a manner that it can be dictated without difficulty, at practically any speed. The articles are also reproduced in shorthand—Advanced Stage.

Speed Practice. In crown 8vo, 80c.

A Collection of Business Letters on varied subjects in Shorthand and in Ordinary Type. The letters in this collection are counted in 10's for dictation purposes, and are particularly suitable for use in commercial schools. The longhand is a key to the shorthand. The book also affords excellent reading practice.

The Expert Dictator. In demy 8vo, cloth gilt, 386 pp., \$2.00. By CONRAD J. SAPHIER and THOMAS J. SMYTH.

This book, which has been written by two New York teachers of Shorthand, presents a new departure from the usual dictation book. It consists of 400 exercises, following very brief recapitulatory notes on the rules of Pitman's Shorthand; marginal outlines for many of the words in the text of the exercises; questions on the meaning of business terms and on the setting out of letters, etc., and an extensive vocabulary of unvocalized shorthand outlines for common words.

Isaac Pitman Dictation Course. 240 pp., cloth, \$1.25.

This book is planned for use in beginning dictation classes. The letters are the best types of business letters of the present time. They cover a great variety of subjects and are *graded according to their length and difficulty*. The straight matter has been selected with some regard to interesting content.

Speed Tests and Guide to Rapid Writing in Shorthand. In crown 8vo, 240 pp., \$1.00.

Containing, in Part I, practical advice on the acquisition of speed by MISS PEIRCE and Messrs. S. H. GODFREY and W. F. SMART. Part II contains a series of speed tests of upwards of 1,000 words each, counted for dictation practice, classified under various headings, such as Scientific, Political, Commercial, etc.

Facility Exercises for Shorthand Students. In crown 8vo, 26 pp., 15c. By JAMES HYNES.

The idea of the exercises is to help students to acquire that freedom of motion which is necessary to speed in writing.

One Session Dictation Book. 64 pp., 40c.

A series of graduated business letters for dictation purposes, in theory and elementary speed classes.

PHRASE BOOKS AND GUIDES

The Phonographic Phrase Book. 138 pp., 60c.; cloth, 75c.

Containing about two thousand useful phrases in Phonography, with Key and an exercise occupying 43 pages, containing all the phrases as they occur in the book.

Medical Reporting in Pitman's Shorthand. 87 pp., cloth, \$1.35. By H. DICKINSON, Official Reporter to the Royal Society of Medicine and the Medical Society of London.

This work has been specially prepared by one of the most experienced medical shorthand writers, and contains a valuable introduction dealing fully with medical note-taking, lists of phraseograms, outlines and abbreviations, and includes numerous exercises for dictation practice.

Technical Reporting. New Edition. 128 pp., cloth, \$1.35.

Phonographic Abbreviations for words and phrases commonly met with in Reporting Legal, Medical, Scientific, and other Technical Subjects, with type key.

Pitman's Shorthand Writers' Phrase Books and Guides. Cloth, each 75c.

Each includes about 1,500 Technical Terms and Phrases, with Shorthand equivalents.

DRAPERY

ELECTRICAL & ENGINEERING

SHIPPING

RAILWAY

ESTATE AGENTS, ETC.

PRINTING AND PUBLISHING

INSURANCE

BANKING

CHEMICAL AND DRUG TRADE

STOCKBROKING AND FINANCIAL

COMMERCIAL

LEGAL

MUNICIPAL

MOTOR TRADE

LEATHER TRADE

IRON AND STEEL TRADES

CIVIL ENGINEERING

NAVAL AND MILITARY

BUILDER AND CONTRACTOR

PROVISION TRADE

SHORTHAND READING BOOKS

ELEMENTARY STAGE

Short Stories. Vols. 1 and 2, each 30c.

A Race Against Time and Other Stories. 48 pp., 30c.

INTERMEDIATE STAGE

A Daughter of the Regiment. 40c.

Talks on Commercial Topics. In crown 8vo, 40c. By W. J. WESTON, M.A., B.Sc.

A specially suitable reader for Commercial Students.

The Battle of Life. Cloth, \$1.00. By CHARLES DICKENS.

Tales and Sketches. With Key in ordinary print. 80c. By WASHINGTON IRVING.

The Cobbler, and Other Stories. Three stories by various authors. 40c.

ADVANCED STAGE

Half-Hours with Popular Authors. Vols. I, II, III, and IV. Each 64 pp., 40c. Compiled by A. JEFFREY MUNRO.

An interesting and informative selection of passages from the works of well-known authors.

The Strange Case of Dr. Jekyll and Mr. Hyde. Paper, 60c. Cloth, 80c.

The Sign of Four. Paper, 60c. Cloth, 80c. By Sir A. CONAN DOYLE.

A complete Phonographic transcript of the cheap edition (published by John Murray) of this famous "Sherlock Holmes" novel.

The Return of Sherlock Holmes. Vols. I, II, and III, each \$1.00. By Sir A. CONAN DOYLE.

A selection of stories from the cheap edition (published by Geo. Newnes, Ltd.).

Keynotes of Success. 40c.

In shorthand and letterpress, containing a series of inspiring articles dealing with ambition, method, knowledge, resource, tact, concentration, initiative, etc.

Tales from Dickens. 147 pp., cloth, \$1.00.

Containing "The Tuggs's at Ramsgate," "The Bloomsbury Christening," "The Great Winglebury Duel," and "Mr. Watkins Tottle," from "Sketches by Boz."

A Christmas Carol. By CHARLES DICKENS. 111 pp., 50c., cloth, 70c.

Selections from American Authors. With Key in ordinary print, 60c.

Contains selections from Irving, Mark Twain, Bret Harte, Holmes, Franklin, Poe, Channing, Hawthorne.

The Legend of Sleepy Hollow. With Key in ordinary print, 30c. By WASHINGTON IRVING.

Rip Van Winkle. With Key in ordinary print. Three illustrations, 30c. By WASHINGTON IRVING.

Thankful Blossom. 60c. By BRET HARTE.

Readings from Popular Authors. Compiled by A. J. MUNRO. Vols. I, II, III, and IV. Each 64 pp., 40c.

These volumes, which are uniform with "Half-Hours with Popular Authors," contain selected passages—covering a very wide variety of subjects, grave and gay—from the works of a large number of our best-known authors.

PERIODICALS

Pitman's (American) Journal. An American magazine for Isaac Pitman writers.

Per year in advance, \$1.00. Special club rates on application.

Pitman's (English) Journal. Founded by Sir Isaac Pitman in 1842.

The oldest and only weekly periodical in existence devoted to SHORTHAND, TYPEWRITING, and kindred subjects. Each number consists of 48 pp., and comprises 12 COLUMNS OF PRINTED SHORTHAND. Terms of Subscription, payable in advance—

| | | | |
|--------------------------------|---|---|--------|
| 12 months, 52 weekly issues | . | . | \$3.20 |
| 6 " 26 " " " " " " " " " " " " | . | . | 1.60 |
| 3 " 13 " " " " " " " " " " " " | . | . | .80 |

Bound volumes of the JOURNAL from 1842 to 1875 are out of print. Volumes from 1876 to 1890, \$2.50 each, post free. Volumes from 1891 to present date, \$2.25 each, post free.

The Canadian Pitmanite.

A Magazine issued bi-monthly and circulated among teachers of Stenography, Typewriting and Office Practice. *This periodical will be sent free to all Teachers upon application.*

Pitman's Shorthand Weekly. 16 pp. Established 1892.

BEAUTIFULLY PRINTED in the Advanced, Intermediate, and Elementary Stages, and illustrated. The contents consist of stories and tales, serial and complete; interesting extracts; amusing paragraphs; phonographic jokes and anecdotes. Terms of subscription—

| | | | | |
|-----------------------------|---|---|---|--------|
| 12 months, 52 weekly issues | . | . | . | \$2.60 |
| 6 " 26 " " | . | . | . | 1.30 |
| 3 " 13 " " | . | . | . | .65 |

Bound volumes (half-yearly) of PITMAN'S SHORTHAND WEEKLY as follows: Vols. 1 to 10 out of print; Vol. 11 to the present date, \$1.75 each.

Pitman's Shorthand Budget. The monthly edition of *P.S.W.*

Each issue contains 64 to 80 pages of Engraved Phonography, and fully illustrated. Twelve months, \$2.60; six months, \$1.30. Sample, 15c.

Reporters' Journal. Sample copy, 15c. Yearly subscription, post paid, \$1.75.

Reporters' Magazine. Sample copy, 15c. Yearly subscription, post paid, \$1.50. Founded by E. J. NANKIVELL.

The Phonographic Monthly. Sample copy, 15c. Yearly subscription, post paid, \$1.25.

* * * * *

All orders must be accompanied by remittance. Upon receipt, goods will be forwarded by the cheapest route, prepaid. Express Money Orders are recommended, but Postage Stamps will be accepted if so enclosed as to prevent them from sticking.

* * * * *

SIR ISAAC PITMAN & SONS (CANADA), LTD.

381-383 Church Street - - - - Toronto

PITMAN'S SHORTHAND CERTIFICATES

The following Certificates are issued in the Dominion—

Elementary Certificate

Every candidate should have a thorough knowledge up to and including the Halving Principle in any of the several text-books. Speed in writing is not taken into account as a qualification for this Certificate.

Fee 25c.

Theory Certificate

Every candidate should have a thorough knowledge of Phonography, as presented in "Pitman's Shorthand Manual" (or Chapters 1 to 32 of the "Shorthand Instructor"); or to the end of Canadian Edition of "Course in Isaac Pitman Shorthand." Speed in writing is not taken into account as a qualification for this Certificate.

Fee 50c.

Speed Certificate

Speed Certificates are granted for 50 words per minute and upwards. Fee 50c.

For High-Speed Certificates, from 200 words per minute and upwards, special application must be made.

Full Certificate of Proficiency

When a Theory Certificate and a Speed Certificate for 80 words per minute have been obtained, a Full Certificate is issued free of charge, on application, certifying that the holder has a thorough theoretical and practical knowledge of Phonography.

Forms of Application for the above Certificates, containing full particulars, can be had gratis and post free from

The Examination Department
Sir Isaac Pitman & Sons (Canada), Ltd.
381-383 CHURCH STREET, TORONTO

Handwritten musical notation consisting of several notes.

Handwritten musical notation consisting of several notes.

Handwritten musical notation consisting of a single note.

By rat.

James

ss. ss.
ss. ss.

Intention of
ridicule for
lamentably
ignorant
creditors
marks
defunct.

